

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Carpentry

SERIES NO.:

5224

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

12/27/2015

SERIES PURPOSE:

The purpose of the carpentry occupation is to perform rough & finished carpentry work in order to build, repair, alter & install wood & wood-related products.

At the lower level, incumbents perform rough & finished carpentry work. At the next level, incumbents serve as lead workers (e.g., provide work direction & training) over skilled carpenters, trades workers &/or inmates & perform the full range of carpentry duties. At the highest level, incumbents supervise the work of lower-level carpenters &/or related trades workers & perform the full range of highly skilled carpentry duties.

Note: This series may be used within agency/institution &/or in community setting.

JOB TITLE

Carpenter 1

JOB CODE

52241

PAY GRADE

07

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The developmental level class works under general supervision & requires a working knowledge of carpentry trade, hand & power tool operation & blueprint reading in order to construct, repair & install wood & wood-related products & make building maintenance repairs & alterations.

JOB TITLE

Carpenter 2

JOB CODE

52242

PAY GRADE

08

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of carpentry trade, hand & power tool operation & blueprint reading in order to serve as lead worker (e.g., provide work direction & training) over lower-level carpenters, trades workers &/or inmates performing carpentry duties & perform skilled carpentry work.

JOB TITLE

Carpentry Supervisor

JOB CODE

52245

PAY GRADE

09

EFFECTIVE

12/27/2015

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of carpentry trade, hand & power tool operation & blueprint reading in order to supervise lower-level carpenters &/or related trades workers in installation, maintenance, repair & alteration of wood products & engage in highly-skilled carpentry work.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Carpenter 1	52241	06	12/27/2015	07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs rough & finished carpentry work to construct, repair & install wood products (e.g., cabinets, Formica tops, play equipment, doors, shelves & bulletin boards) & makes building maintenance repairs & alterations (e.g., remodels offices, builds partitions & repairs roofs, ceilings, stairs & floors).

Fabricates, repairs & installs door framings, casings, locks, keys & windows, replaces screen & window glass & installs window air conditioners & door closures.

Performs support duties related to shop (e.g., cleans shop, oils & cleans equipment, sharpens tools, compiles reports, prepares job estimates, orders materials & monitors inventory).

Assists in other trade areas (e.g., repairs toilets, builds concrete forms, paints, moves furniture & operates vehicles & groundskeeping equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of carpentry work; addition, subtraction, multiplication & division; blueprint reading; local, state & federal regulations, policies & procedures (i.e., building codes, safety codes & regulations, shop rules & regulations)*; inventory control. Skill in carpentry; hand & power tool operation. Ability to apply principles to solve practical everyday problems; lift up to 100 lbs. repeatedly; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in carpentry work; 1 course or 3 mos. exp. in blueprint reading; 1 course or 3 mos. exp. in hand & power tool operation; formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading & writing common English vocabulary.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

For Positions in Department of Natural Resources, Division of Forestry, must successfully complete Basic Firefighter Introduction to Fire Behavior Course (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS:

Exposed to sawdust, fumes, heights & dangerous power equipment; subject to working varied hours; may work on scaffolding or extension ladder.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Carpenter 2	52242	06	12/27/2015	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (e.g., provides work direction & training) over lower-level carpenters, trades workers &/or inmates performing carpenter duties.

Designs, fabricates, repairs & installs wood products (e.g., cabinets, Formica tops, partitions, shelves & signs) & makes repairs & alterations to buildings (e.g., floors, stairs, door frames, windows, walls, rafters & roofs) & performs rough & finished carpentry work using skilled hand & bench tools.

Performs administrative duties related to carpentry (e.g., prepares cost estimates, orders materials, reads blueprints, keeps inventory of tools & materials, sharpens saws & tools & keeps time, material, work & job records).

MAJOR WORKER CHARACTERISTICS:

Knowledge of carpentry work; employee training & development*; blueprint reading; inventory control*; addition, subtraction, multiplication, division, fractions & percentages; local, state & federal regulations, policies & procedures (i.e., shop rules & regulations, OSHA standards, building codes)*. Skill in carpentry; hand & power tool operation; minor welding operation*. Ability to understand technical manuals & verbal instructions; lift up to 100 lbs. repeatedly; cooperate with others on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in carpentry work; 1 course or 3 mos. exp. in blueprint reading; 1 course or 3 mos. exp. in hand & power tool operation; formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages & in reading & writing common English vocabulary.

-Or 6 mos. exp. as Carpenter 1, 52241.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

For Positions in Department of Natural Resources, Division of Forestry, must successfully complete Basic Firefighter Introduction to Fire Behavior Courses (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS:

Exposed to sawdust, fumes, heights & dangerous power equipment; subject to overnight travel & working varied hours; may work on scaffolding or extension ladder; may require travel to community site under contract with Department of Mental Health.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Carpentry Supervisor	52245	EX	12/27/2015	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises carpenters &/or related trades workers in all aspects of carpentry work (e.g., plans carpentry work on agency-wide basis, establishes work priorities & coordinates manpower planning).

Prepares time & material estimates, prepares & analyzes layouts &/or blueprints & maintains cost, time & equipment records.

Performs carpentry duties (e.g., repairs screens, windows, doors, siding, shelving & furniture) & oversees maintenance of carpentry tools & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of carpentry work; supervisory principles/techniques*; inventory control*; employee training & development; manpower planning*; blueprint reading; federal regulations, policies & procedures (i.e., OSHA standards); state/departmental/agency regulations, policies & procedures; addition, subtraction, multiplication, division, fractions & percentages. Skill in carpentry; hand & power tool operation; minor welding operation. Ability to understand technical manuals & verbal instructions; deal with a variety of variables in somewhat unfamiliar context.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in carpentry work (6 mos. of which had to be beyond the apprenticeship/trainee level); 1 course or 3 mos. exp. in blueprint reading; 1 course or 3 mos. exp. in minor welding operation; 3 mos. trg. or 3 mos. exp. in employee training & development; 1 course or 3 mos. exp. in hand & power tool operation. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 6 mos. exp. as Carpenter 2, 52242. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have Commercial Driver's License.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

For Positions in Department of Natural resources, Division of Forestry, must successfully complete Basic Firefighter Introduction to Fire Behavior Courses (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS:

Subject to exposure to sawdust, fumes, heights & dangerous power tools; subject to working varied hours & travel.