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

CLASSIFICATION SERIES:	SERIES NO.:
Carpentry	5224
MAJOR AGENCIES:	EFFECTIVE DATE:
All Agencies	

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 levels, incumbents serve as assistant carpenters engaged in performing a limited range of carpentry duties & then as journey level carpenters. At the next higher level, incumbents serve as lead workers (e.g., provide work direction & training) over skilled carpenters, trades workers &/or inmates & perform the full range of journey level 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.

**CLASS TITLE**: **CLASS NUMBER:** 

**Assistant Carpenter** 52240

**EFFECTIVE DATE:** 

04/21/1991

#### **CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of carpentry trade & skill in use of hand & power tool operation in order to assist in building, repairing & installing wood & wood-related products (e.g., cabinets, shelving units, picture frames, wall plaques, signs, windows & doors).

**CLASS TITLE**: CLASS NUMBER:

Carpenter 1 52241

#### **EFFECTIVE DATE:**

04/21/1991

#### **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.

**CLASS TITLE: CLASS NUMBER:** 

Carpenter 2 52242

### **EFFECTIVE DATE:**

04/21/1991

#### **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.

<u>CLASS TITLE</u>: Carpentry Supervisor CLASS NUMBER:

52245

### **EFFECTIVE DATE**:

06/22/1990

### **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.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Assistant Carpenter	52240	06

04/21/1991

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

Assists in building, repairing & installing wood products (e.g., cabinets, shelving units, picture frames, wall plaques, signs, windows & doors, partitions, furniture).

Performs &/or assists others in performing maintenance &/or building repairs (e.g., erects walls, plasters, pours & finishes concrete & sets up & dismantles display exhibits).

Performs support duties in shop (e.g., cleans & oils shop machinery, sweeps floors, stocks supplies & takes inventory, erects machinery & repairs equipment).

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of carpentry work; addition, subtraction, multiplication & division. Skill in carpentry & wood power & hand tool operation; carpentry safety procedures\*. Ability to carry out instructions in written, oral or picture form; deal with several variables in familiar context; lift up to 100 lbs.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in carpentry work; 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: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

Exposed to sawdust & fumes; subject to travel & working varied hours; may work on scaffolding or extension ladders.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Carpenter 1	52241	6

04/21/1991

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (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: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

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

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Carpenter 2	52242	06

04/21/1991

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (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: Not applicable.

#### **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.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Carpentry Supervisor	52245	EX

06/22/1990

### <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (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 agencywide 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 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: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

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