

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CARPENTER (Job Code 115).

GENERAL STATEMENT OF JOB

Under the general supervision of the departmental supervisor, performs skilled carpentry work in the construction, maintenance and repair of municipal structures and equipment. The incumbent builds and repairs furniture, makes and installs cabinets and performs all other related carpentry work in accordance with established practices of the trade. Work is reviewed through observation for adherence to oral instructions and established policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Designs, builds and repairs office furniture such as computer work stations, book shelves, cabinets, desks, tables, and chairs.

Builds and repairs various outdoor facilities such as playground equipment, boat ramps, park benches and fences.

Operates various manual and electrical tools in the performance of tasks (i.e., power saws, sanders), and drives city trucks in the transport of materials to and from work sites.

Applies paints, stains, laminates, and preservatives to wood construction and repair items.

Estimates personnel and materials necessary to complete tasks, and maintain records of time and materials used.

Consults with fellow skilled workers in regard to project completion times and carpentry requirements.

Responds to city emergencies.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by vocational training in carpentry; supplemented by minimum five (5) years journeyman level carpentry work that provides knowledge and experience in a broad variety of carpentry tasks in both construction and repair; or an equivalent combination of education, training, and experience. Must possess and maintain valid class "B" CDL.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds), and occasionally pushing/pulling very heavy (100+pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read standard English. Requires the ability to comprehend general construction terminology in a broad array of disciplines. Requires the ability to read blueprints and specifications.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational systems.

Verbal Aptitude: Must communicate in standard English.

Numerical Aptitude: Requires the ability to add and subtract; multiply and divide; calculate decimals and percentages; utilize geometric principles and algebraic principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately manipulating small items and hand tools.

Manual Dexterity: requires the ability to operate various electrical and gas operated equipment. Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressive or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the practices, processes, materials and tools of the trade.

Knowledge of the occupational hazards and safety precautions of the trade.

Ability to operate manual and power hand tools, and other heavy woodworking machinery.

Ability to inspect lumber for quality and grade and to estimate time and materials for assigned projects.

Ability to read and interpret blueprints and sketches.

Ability to establish and maintain effective working relationship with supervisors, other employees and the public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date