

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Carpenter

**CLASS CODE:** 3211

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents perform journey carpentry duties to construct, maintain and alter city buildings and facilities.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level trade classification in the Trade Series – Carpentry Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for performing journey-level carpentry work.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

### **EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Constructs and renovates buildings, offices, platforms, scaffolding. Shapes, cuts, planes, nails, glues and joins wood.

Replaces and installs doors, windows, moldings, trim and door/window hardware.

Installs ceiling, roof and gutter systems.

Hangs drywall.

Builds cabinets and office furniture.

May perform concrete work and lay floors and carpet.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Human Interaction:**

Requires the ability to explain, demonstrate and clarify to co-workers within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from supervisors.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as saws, lathe, planer, drills, power nailers, sanders, grinders, chisels, routers, heat gun, motor vehicle, measuring devices and/or related materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as architectural drawings, shop drawings, billing invoices, maintenance reports, materials lists, technical operating manuals, work safety regulations, procedures and guidelines.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; calculate surface area and volume; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, toxic/poisonous agents or heights.

**Physical Requirements:**

Requires the ability to lift, push and pull objects up to one hundred (100) pounds to perform carpentry duties.

Requires the ability to stoop, kneel, crouch, climb, balance, bend and twist while performing carpentry duties such as nailing roofs and floors, and using ladders.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks. Incumbents are required to identify colors, shapes and textures to match colors and sand finishes; identify sounds to determine whether machines/tools are operating properly.

**EDUCATION AND EXPERIENCE STATEMENT:**

Associate's degree or completion of a two (2) year training program in Carpentry and/or Building Construction Technology or a closely related curriculum from a recognized trade school or junior college; plus two (2) years of experience in the carpentry trades; or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

Must furnish their own basic carpentry tools.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.