



**Code: 4301**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Building, Custodial and Operation  
Series: Carpentry and Glazing Trades

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## **CLASS TITLE: CARPENTER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs journey-level rough and finished carpentry work in the construction, installation, and repair of wood structures and fixtures, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reads blueprints, specifications, and work orders to assess work required and determine installation and repair methods to use
- Dismantles and removes damaged wooden structures and fixtures
- Ensures adequate supplies of tools, equipment, and materials needed to complete jobs are at work sites as required
- Uses hand and power tools to measure, cut, and shape wood, drywall, and related materials to specification
- Joins materials with nails, screws, staples, or adhesives
- Checks accuracy of work with levels, plumb bobs, and framing squares and makes necessary adjustments
- Builds forms for concrete construction projects and constructs and erects scaffolding, platforms, and other support structures
- Frames walls and partitions and installs doors and windows
- Performs finishing work including installing interior and exterior trim
- Repairs and maintains wood and related fixtures (e.g., floors, stairs, ceilings, doors, door frames, locks)
- Operates specialized equipment and tools (e.g., saws, drills, sanders)
- Maintains records of materials used
- Prepares work activity reports
- Repairs and maintains parts on vehicles (e.g., windshields, locks, headliners), as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Successful completion of a US Department of Labor registered carpentry apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- Some positions may require a valid State of Illinois Driver's License

### **WORKING CONDITIONS**

- Exposure to outdoor weather conditions

- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)
- Work performed above or below ground level
- Work performed using scaffolds and ladders

### **EQUIPMENT**

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Ladders
- Standard tools and equipment of the carpentry trade (e.g., levels, framing squares, hand and power tools)

### **PHYSICAL REQUIREMENTS**

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, and equipment
- Ability to tolerate heights while working

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Moderate knowledge of:

- \*applicable hand and power tools
- \*properties and characteristics of materials applicable to the carpentry trade
- \*repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the carpentry trade
- \*use of safety equipment and protective gear
- \*applicable safety and code standards specific to the carpentry trade, including OSHA standards

Knowledge of applicable City and department policies, procedures, rules, and regulations

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems

- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
Date: May, 2010  
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