

City of Dallas
Classification Specification

Title:	Carpenter	Class Code:	50002
Application:	Career Series	Pay Grade:	D
Supplemental/Code:	Skilled Craft Workers/5	Established:	10/01/94
FLSA Status:	Non Exempt	Revised:	01/01/09

Position Purpose

Performs entry-level carpentry maintenance and construction work on City facilities to maintain the buildings and structures in good repair.

Essential Functions

1. Assists crew chief with the fabrication and maintenance of wood structures such as stages and risers to provide proper assembly or maintenance.
2. Assists in building maintenance activities including repair and replacement of doors, frames and locks, masonry repair, tile repair, and modular office furniture and rest room partition repair to maintain the buildings in good order.
3. Installs and repairs chain link fences to ensure fences are functional.
4. Assists with carpentry maintenance including minor cabinetmaking, woodwork, and minor drywall work to make needed building repairs or additions.
5. Constructs barricades to provide traffic control at public events.
6. Performs concrete work to construct sidewalks and retainer walls.
7. Assists with other trades as needed to maintain and repair buildings or structures.
8. Assists with seasonal maintenance of facilities to maintain the facilities in good repair.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work

Knowledge of power tools and their proper usage.

Basic knowledge of construction practices.

Basic knowledge of general carpentry and woodworking

Must be able to use carpenter's hand tools.

Must be able to operate saws and electric sanders.

Ability to read blueprints.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Work is performed both indoors and outdoors, subject to varying weather conditions when outdoors.

Subject to injury from working with saws and power equipment.

Requires physical activities including lifting, pushing, pulling, stooping, climbing, and bending.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.