

**POSITION:** CARPENTER  
**LEVEL:** GRADE 8 \$16.04hr - \$21.84hr  
**DEPARTMENT:** FACILITIES & FLEET MANAGEMENT

**FUNCTION:** Performs duties necessary to carpentry work.

**SUPERVISION RECEIVED:** Works under the general supervision of the Facilities Superintendent.

**SUPERVISION EXERCISED:** May supervise employees of a lesser grade.

**RESPONSIBILITIES:** Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required.

**REQUIRED MINIMUM QUALIFICATIONS:** Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

**This position is deemed essential personnel and must report for duty during emergency situations.**

**TOOLS AND EQUIPMENT USED:** Motorized vehicles, power and hand tools, equipment for carpentry and general construction work, i.e., saws, drills, sanders and hammers. Also mobile and portable radios, and other electronic devices such as: computer, tablet, smart phone.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Duties require frequent and extended periods of outside work subject to all weather conditions and extremes, continuous walking, standing, and climbing. Frequent periods requiring sustained uncomfortable physical conditions. Regular and sustained periods of strenuous physical exertion requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques. Operates equipment that causes loud noise levels and high vibrations, which requires the exercise of caution when operating equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.