

# NEW CASTLE COUNTY GOVERNMENT

Number 0814

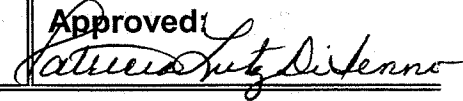
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## CLASS SPECIFICATION

Date 07/02/02

Title: MASTER CARPENTER

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled and detailed carpentry work at the full-performance level; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class constructs, erects, installs, and repairs structures and fixtures of wood, wallboard, plywood, laminating materials, and similar materials. This employee uses a wide variety of hand tools and power tools in the course of the work. Projects include construction and repair of desktops, countertops, cabinetry, tables, shelving, storage units, doors, windows, building renovations, framing, trim, molding, forms for pouring concrete, ceilings, and roofing. Responsibilities include designing and laying out projects, locating materials, and making cost estimates. This employee works under general supervision and supervision may be exercised over skilled and unskilled workers.

EXAMPLES OF WORK: (Illustrative Only)

- Inspects jobs to determine scope of job, appropriate repair, or construction methods and materials and equipment needed;
- Designs, lays out, and constructs cabinets, tables, shelving units, bookcases, storage units, and other office furniture;
- Constructs, installs, and repairs window frames and windows;
- Installs and repairs doors and related hardware, such as dead bolt locks, keying systems, panic devices, and door closures;
- Erects wood and metal framework;
- Installs drywall;
- Measures, cuts, shapes, planes, and installs trim and molding;
- Designs and makes picture frames;
- Repairs desktops, countertops, and other laminated surfaces;
- Designs and makes renovations to offices and work areas;
- installs drop ceilings;
- Estimates time and materials needed, locates materials, and figures approximate cost of projects;
- Installs and repairs roofing;
- Constructs forms for pouring concrete;
- Reviews and works from plans, specifications, and blueprints as needed;
- Requisitions materials, tools, and equipment;
- Does minor painting, masonry, and related building trades work;

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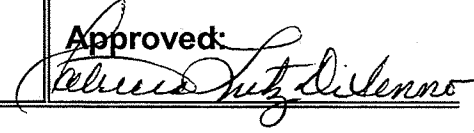
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Date 07/02/02

## CLASS SPECIFICATION

Title: MASTER CARPENTER

Approved:



- Supervises assigned crew when required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the methods, practices, tools, and terminology of the carpentry trade; good knowledge of types and characteristics of different woods; good knowledge of work hazards and safety precautions; ability to design and lay out carpentry projects; skill in the operation of hand tools and power tools of the trade, including saws, drills, routers, planers, sanders, shapers, nailers, and other carpentry tools; ability to supervise a crew of skilled and unskilled workers; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years experience as a carpenter at the journeyman level and completion of a standard trade of high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**

Established: 11/01/97  
Revised: 05/01/01  
Revised: 07/02/02