

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 671

CARPENTER

GENERAL

Skilled journeyman carpenter work in rough and finish woodworking and other general maintenance work on City buildings and property. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Estimates materials needed for various projects and has such materials on hand.
- Installs wall paneling, Formica, doors, dropped ceilings, windows, counters, shelving and other various appurtenances.
- Records time and materials used on various projects.
- Ability to lead and supervise a small project crew as needed.
- Performs other general building maintenance work not necessarily related to carpentry.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the practices and procedures involved in the carpentry operation.
- Knowledge of the tools, materials and supplies used in carpentry and in their application.
- Knowledge of the care and safe usage of power tools.
- Knowledge of the carpentry trade.
- Knowledge of Florida Building Codes and the ability to read construction blueprints.
- Ability to work neatly and efficiently.
- Ability to perform building maintenance and repair work.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.
- Project management and estimating experience is preferred.
- Should have a general knowledge of all building mechanical trades (plumbing, electric, painting and finishes).
- Must be able to work with minimum supervision.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Considerable experience in carpentry and general building maintenance work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift heavy objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Florida driver's license and an acceptable driving record. Must obtain a Class "B" CDL license within one year.

Rev. 3/2015

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 22/42

Location: Building Maintenance

GERS: Regular Class