Title: Carpenter Journeyman

Pay Scale Group: 39

Essential Function

Under general supervision from higher level supervisor, perform master carpentry work; supervise variously skilled carpenters in carpentry work.

Characteristic Duties

1. Perform highly skilled carpentry work, including the design, fabrication, repair, and installation of cabinets, furniture, formica tops, partitions, shelves, etc.; make building repairs (i.e., roofs, ceilings, floors, walls, etc.); repair and install doors, locks and keys, windows; replaces glass, hardware, etc.; does rough and finished carpentry work, skilled and bench work and miscellaneous shop duties.

2. Interpret blueprints; estimate costs and order materials; maintain office records; maintain inventory.

3. Make costs estimates, material and labor estimates, prepare requisitions, work orders, office forms, inventory lists and project records.

4. May be required to: supervise semi-skilled and skilled carpenters and trades people; assist supervisor in allocating work assignments, reviewing and evaluating work performance, and in training new personnel; coordinate work with other trades areas.

5. Assists in other trades areas as required (e.g., builds concrete forms).

6. Maintain housekeeping conditions as prescribed by area.

7. Perform other related duties as assigned.

8. May perform miscellaneous paint shop duties; caulk tubs and showers; repair walls, floors, walks and other parts of buildings by replacing carpeting, ceramic tile blocks, bricks, and patches of concrete, stencils letters and hangs signs; drives truck.

Unusual Working Conditions

- May be exposed to sawdust, fumes, heights and dangerous power equipment.

Minimum Qualifications

- Must have an approved certificate from an accredited related apprenticeship program and two years directly related work experience; 9or high school/GED diploma and 5 years directly related work experience. Must have current valid Ohio driver’s license with acceptable driving record.

Last updated: December 1990

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