



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 520.3

Job Title: **CARPENTER**

Pay Grade: 14

GENERAL SUMMARY:

Prepares and coordinates the development, construction, repair, and maintenance of structures composed of wood and wood-substitute materials while adhering to required codes, ordinances and specifications.

RESPONSIBILITIES:

- Coordinates and performs general carpentry activities such as the design, construction, installation, repair and renovation of furnishings, cabinetry, doors, windows, containers, crates, flooring, building additions, panels, glass, etc.
- Reviews and implements work orders.
- Inspects work sites to determine materials, equipment and estimated costs for projects.
- Measures and calculates projects to ensure accuracy of design.
- Maintains clean and safe work environment.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Two years of experience in carpentry are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Carpenter
Carpenter Foreman

Effective: October 1990

Revised: July 1993