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Specifications for the Class:

CARPENTER II

Duties Summary:

Performs and supervises skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles; and performs other related duties as required.

Distinguishing Characteristics:

This is the working supervisor in the series.

This class differs from Carpenter I in that the Carpenter II, in addition to performing skilled carpentry work as the major work assignment, supervises the work of skilled carpenters as a continuing work assignment, including setting the pace and quality of workmanship.

This class differs from that of Carpenter Supervisor I in that the Carpenter II spends a majority of the work time in performing skilled carpentry work and, in addition, supervises other skilled carpenters; the Carpenter Supervisor I plans, lays out and inspects the work of a group of several skilled carpenters and perhaps other workers on a substantially full-time basis and only occasionally may perform skilled carpentry work.

Examples of Duties:

Plans, lays out, assigns and participates in the cutting, fitting and joining of lumber to construct small buildings and a variety of wooden structures; operates and supervises the operation of woodworking machines in the construction of cabinets, shelves, stairs and other wooden articles; inspects buildings to determine needed repairs and orders needed supplies and materials; reads blueprints or sketches and estimates needed material and labor.

Minimum Qualification Requirements:

Experience and Training: Six years of work experience in performing a variety of rough and finished carpentry work of which two years shall have been as a fully competent carpenter or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the carpentry trade, including safety procedures; the tools, equipment and materials used in the carpentry trade.

Ability to: Use the hand and power tools common to the carpentry trade; read and interpret blueprints and sketches; estimate time and materials needed to complete carpentry work; keep records and make reports; plan, lay out, assign and review the work of other skilled carpenters; understand, give and follow oral and written instructions.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class CARPENTER II by the Department of Education Civil Service system.

DATE APPROVED: JAN 26 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources