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Class Specifications for the Class:

CARPENTER I

Duties Summary:

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

Distinguishing Characteristics:

This is the fully competent worker in the series.

This class differs from that of Carpenter Helper in that the Carpenter I performs a wide variety of skilled carpentry work independently in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment and may supervise one or more Carpenter Helpers or other helpers assisting in the work; the Carpenter Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work.

This class differs from that of Carpenter II in that the Carpenter I performs skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles and may occasionally lead the work of other skilled carpenters but mainly confines supervision to carpenter helpers and other semi-skilled or unskilled workers; 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.

Examples of Duties:

Lays out, cuts, fits braces and reinforces and nails stringers, piers and flooring guard rails for highway bridges; removes and replaces flooring, ceilings, partitions or roofs destroyed by termites or wet or dry rot; lays out, fits and nails rafters, studs, frames, joints and underpinning posts of buildings; cuts, replaces and installs glass panes in doors and windows using glazier's points and putty or strips of molding and nails; lays out, cuts, assembles and installs window frames, door frames and louvers; installs or repairs hardware such as locks, door stops, hasps, hinges and door knobs; constructs wooden fences; reads blueprints, working drawings, sketches or specifications to determine the types and costs of materials needed and dimensions of

articles or structures to be constructed or repaired; checks vertical and horizontal trueness of objects by using a plumb bob, square or level; selects specified types, kinds and sizes of lumber and other materials; lays out foundations with a transit, level and steel tape; cuts and assembles concrete forms for culverts, walls, curbing, sidewalks and piers for bridges; assembles and wires together reinforcing iron rods and wire mesh and pours concrete in forms; measures, cuts and fits timbers for stringers, fenders and braces for wharves, piers and other structures; removes, places and secures heavy timbers with metal bolts and braces; cuts wooden pilings with a pneumatic saw and constructs foundations for pouring underwater concrete pilings; cuts, fits and erects scaffolding to facilitate work at high levels or difficult to work in places; reroofs buildings with shingles, roofing paper or galvanized iron; operates wood-working machinery such as sanders, planers, joiners, handsaws, routers, mortises, wood lathes, drill presses and power saws; lays out, saws, fits, assembles, nails, screws, glues or dowels and finishes cabinets, filing cases, chairs, counters or desks; lays finished flooring, saws, fits and nails interior and exterior trim, such as moldings, baseboards, sills and fillers; inspects buildings to determine needed repairs and orders needed material; assigns and oversees the work of Carpenter Helpers and other semi-skilled or unskilled workers; may lead the work of other journeyman Carpenters; may perform work in other building trades when not utilized as a Carpenter.

Minimum Qualification Requirements:

Experience and Training: Four years of work experience in performing a variety of rough and finished carpentry work 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; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

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 minimum qualification specifications for the Executive Branch Civil Service class CARPENTER I by the Department of Education Civil Service system.

DATE APPROVED: JAN 26 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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