



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Carpentry Occupation

BARGAINING UNIT:

ACE

Carpenter 3

SERIES PURPOSE: The purpose of the carpentry occupation is to perform rough and finished carpentry work in order to build, repair, alter, and install wood and wood-related products.

CLASS CONCEPT: The class works under general direction and requires expert knowledge of carpentry trade, hand and power tool operation and blueprint reading in order to serve as a lead worker over lower level carpenters and/or trades workers and/or to construct, repair, and install wood and wood-related products. Incumbents perform the full range of carpentry duties.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Serves as lead worker; provides work direction and training over skilled and/or lower level carpenters and/or trades workers performing carpenter duties; plans carpentry work, establishes work priorities, and coordinates planning.

Prepares time and material estimates; prepares and analyzes layouts and/or blueprints; maintains cost, time, and equipment records.

Designs, fabricates, repairs, and installs wood products and makes repairs and alterations to buildings; performs rough and finished carpentry work using skilled hand and bench tools.

Performs administrative duties related to carpentry; prepares cost estimates, orders materials, reads blueprints, keeps inventory of tools and materials, sharpens saws and tools and keeps time, material, work and job records.

Performs rough and finished carpentry work to construct, repair, and install wood products and makes building maintenance repairs and alterations.

Fabricates, repairs, and installs door framings, casings, locks, keys, and windows; replaces screen and window glass and installs window air conditioners and door closures.

Performs support duties related to shop; cleans shop, oils and cleans equipment, sharpens tools, compiles reports, prepares job estimates, orders materials, and monitors inventory.

Effective 11/05/2024

Assists in other trade areas as assigned.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: employee training and development*; manpower planning*; carpentry work; basic mathematic principles; blueprint reading; local, state, and federal regulations, policies, and procedures; inventory control.

Skill in: carpentry; hand and power tool operation; minor welding operation.

Ability to: deal with a variety of variables in somewhat unfamiliar context; understand technical manuals and verbal instructions; apply principles to solve practical everyday problems; cooperate with co-workers on group projects.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three years of experience in carpentry work; demonstrated experience in blueprint reading, minor welding operation, employee training and development, and hand and power tool operation.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

VERY HEAVY: work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: Exposed to sawdust, fumes, heights, and dangerous power equipment; subject to working varied hours; may work on scaffolding or extension ladder.