

MAINTENANCE MECHANIC I (CARPENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs apprentice level carpenter maintenance and repair work. The incumbent works in situations which provide training to develop skills and knowledge. The incumbent works independently on less complex and routine projects and under supervision on the more difficult jobs. As the employee's skill and knowledge increase, employee receives less direction until at full performance level. In general, jobs involve learning such trade practices and skills as: the proper use of tools and equipment of the trade; the order of assembling parts and what tools and equipment are needed; how to read blueprints, sketches and technical manuals to understand the functions of the parts or systems, to plan and lay out work, to find fault parts, to perform work; repair techniques to be used including methods used in getting the right fits or tolerances; and how to make adjustments and calibrations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Repairs and replaces roofs, floorings, wall sidings, doors, windows, underpinnings, etc. to extend the useful life of the facilities;

Repairs facilities to extend the useful life and constructs miscellaneous items of wood, such as work benches, tables, picnic tables, book cases, cabinets, bed stands, footbridges, fences, signs, handles for manual equipment, etc.;

Frames buildings, installs walls, ceilings, door frames and windows and hangs doors;

Inspects routinely structures, facilities and devices to insure soundness of material and construction and takes required action;

Performs an immediate inspection in the event of any breakdown or emergency involving wooden structures and takes immediate action for repairs;

Builds scaffolding, so that high places can be safely reached, and forms such as those used for pouring concrete so that appropriate shapes can be formed;

Installs and tapes sheet rock;

Orders materials and supplies and keeps inventory records of same;

Maintains records of work completed for required reports;

Assists in securing information for budget formulation;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance, both scheduled in response to emergency situations, as required;

Depending on work location, may operate amusement park devices, participate in snow removal, etc., as assigned.

EXAMPLES OF WORK: (Illustrative Only) (cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a variety of tools, procedures and techniques relating to the carpentry trade; familiarity with the safety precautions of carpentry; ability to understand and follow simple oral and written instructions; ability to get along well with others; aptitude for carpentry; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three years experience in maintenance or carpentry under the supervision of a skilled trades worker; or (b) completion of an appropriate two year technical school course*.

SPECIAL REQUIREMENT: (1) Possess and maintain a valid license to operate a motor vehicle in New York State. Depending on work assignment, may be required to possess a CDL license. (2) Depending on work assignment, must meet standards of OSHA regulation(s) 1910.132-140 - Personal Protective Equipment, and will be required to meet Federal, State and local standards with respect to health and safety while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.

J. C.: Non-Competitive
EMRC

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Job Class Code: C2415
H0722

Job Group: VI