

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Maintenance Carpenter Foreman		<b>Class Code:</b> 004HA1
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 1	<b>Effective Date:</b> 11-7-14
	<b>Summary:</b> Incumbent is responsible for general construction and maintenance repair work in a state operated facility.		

**Duties:**

- Coordinates work of carpenters and laborers in construction and repairs;
- Checks materials to determine if they meet specifications;
- Keeps time, material and work records and orders materials and supplies;
- Supervises alterations, repairs and general maintenance of buildings;
- Performs and supervises hand and bench work in a carpenter shop and operates various hand and power tools;
- Draws plans and sketches and estimates time and materials required;
- Builds, repairs, alters and installs window frames, door frames, inside walls, door and window screens, ceilings, countertops, cabinets, shelves and wood foundations;
- Picks up, delivers, repairs and constructs wheel chairs, hospital carts, orthopedic appliances and occupational therapy equipment;
- Repairs door locks and replaces worn out and broken parts of locks;
- Hangs garage doors, sliding doors and folding doors;
- Installs carpeting, linoleum, hardwood floors, tiles, sheet rock, metal siding, roofing, guttering systems and portable latrine facilities;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of standard practices, processes, procedures, materials and tools of the carpentry trade;
- Ability to plan, lay out and construct carpentry work of average difficulty from work orders, sketches and simple blueprints;
- Ability to skillfully use a variety of hand and power tools, shop woodworking equipment and standard measuring instruments such as planers, routers, radial arm saws, carpenter's square and levels;
- Working knowledge of different woods and the effect of climatic conditions on building materials;
- Working knowledge of concrete trade, roofing trade and plastering trade;
- Ability to organize and coordinate the work of others;
- Effectively communicate, both orally and in writing.

**Difficulty of Work:**

Work involves standardized procedures and tasks requiring practical application of routines and techniques. Incumbent must have knowledge of a variety of hand tools used in the completion of carpentry work.

**Responsibility:**

Incumbent performs a variety of carpentry work assigned by the supervisor by means of work orders, sketches and/or simple blueprints. The incumbent also follows accepted trade practices, processes and procedures as well as federal, state and local building and safety codes. Incumbent often consults the supervisor on the best methods to carry out duties, but is responsible for determining the plan and layout of the assigned task and for completing it.

**Personal Work Relationships:**

Incumbent interacts with other employees of the agency to give and receive information and instructions necessary to provide service. Incumbent answers questions from the public or offenders and delivers or retrieves materials to or from other agencies and libraries. Daily contacts are maintained with the supervisor and coworkers.

**Physical Effort:**

Work involves continual standing, climbing ladders and squatting. Moderate lifting is done on a regular basis and heavy lifting occasionally.

**Working Conditions:**

Incumbent works both in a shop area which can be dusty and noisy and sometimes works outside in bad weather. Incumbent is exposed to the possibility of injury from falls or power tools.