

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Carpenter 2		Class Code: 004HA2
	FLSA Status: Non-Exempt	Salary Schedule: LTC 2	Effective Date: 10-31-14
	Summary: Incumbent performs a variety of tasks in connection with the preventive maintenance and general upkeep of the structural woodwork and equipment in a state facility.		

Duties:

- Builds, repairs, alters and installs window frames, door frames, inside walls, door and window screens, ceilings, countertops, cabinets, shelves, wood foundations, bulletin boards, picture frames, roof, small buildings and other similar structures;
- Repairs and refinishes furniture;
- Repairs door locks and replaces worn out and broken parts of locks;
- Makes and issues keys to employees upon authorization;
- Performs related duties as required.

Job Requirements:

- Working knowledge of standard practices, processes, procedures, materials and tools of the carpentry trade;
- Ability to plan, layout 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, levels and key cutters;
- Working knowledge of different woods and the effect of climatic conditions on building materials;
- Knowledge of federal, state and local building codes;
- 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. 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.