



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Tradesworker Carpenter	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Refuse Superintendent	GRADE/RANK: Grade 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible skilled work in the maintenance, repair, modification, installation and construction of equipment and structures in City buildings; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for maintenance and repair of city facilities, ensuring that all operational standards, applicable building, and fire protection codes are met;
- General working knowledge of building systems such as electrical, plumbing, mechanical, structural, and related local, state and federal codes;
- Ensures compliance with all environmental laws and regulations;
- Inspect facilities annually for general condition and compliance with National Fire Protection Association (NFPA), Occupational Safety & Health Administration (OSHA) and all applicable codes and regulations;
- Interprets prints, specifications, technical manuals;
- Installs, constructs and modifies new and existing structures, performs rough and finished

carpentry, repairs wooden structures and equipment such as doors, door locks, windows, roofs, walls, floors, benches, desks, chairs and fences etc.;

- Performs minor structural masonry and concrete repairs;
- Thorough knowledge of cabinet fabrication such as counters and tops, work stations, shelving and bookcases, etc. Ability to design, build and finish custom cabinets as needed;
- Paints interior and exterior of buildings as required;
- Assists with design of new construction projects and estimates material needs;
- Discusses job requirements and needs with supervisor to ensure supplies, equipment and resources are available and in good working order;
- Prioritizes and adjusts work assignments to ensure emergency and urgent repairs are expedited in a timely and efficient manner;
- Reports and/or documents all safety and equipment problems to supervisor with recommendations on action need to correct;
- Requisitions equipment and material as needed;
- Responds to facility complaints and work requests;
- Works with other department on projects such as special events and snow removal as needed;
- Assists other tradesmen as needed;
- Assigned On-Call duties monthly to cover maintenance requirements and emergencies after hours, weekend and holidays and;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of facility related equipment, structural repairs, masonry, concrete and carpentry;
- Thorough knowledge of the common practices, tools, terminology and safety precautions of the building trades;
- Thorough knowledge of the use and characteristics of common building materials;
- Skill in the use of hand/power tools and equipment used in the carpentry field;
- Ability to work from sketches, drawings, plans and specifications;
- Ability to follow oral and written instructions;
- Knowledge of occupational hazards, Safety Data Sheets (SDS) and hazardous material storage and disposal practices and;
- Knowledge of basic computer skills in Microsoft Word, Excel and Outlook.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school; working knowledge of facility related systems and extensive experience in the carpentry trade.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license issued by the Commonwealth of Virginia with and a good driving record. May be required to work weekends and holidays depending on City activities, special events and On-Call Requirements. Position may be required to work in all weather conditions including extreme heat, cold, snow, ice and rain. Working knowledge of facility maintenance, applicable codes and regulations.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 50 lbs of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating clutch, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for driving, operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The Work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervision may be exercised over helpers or trades assistants.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements of city owned facilities and developing schedules and priorities to execute work.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Tradesworker Carpenter will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019