

**CLASS TITLE: CARPENTER (CORRECTIONS)**

**Class Code: 02336100**

**Pay Grade: 16G**

**EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** At a correctional facility, to perform tasks in the construction, alteration, maintenance and repair of small structures and articles of wood; and as required, to train and supervise institutional inmates engaged in the use of various tools, equipment and skills of the carpentry trade; and to do related work as required.

**SUPERVISION RECEIVED:** Receives work assignments from a superior with considerable latitude for the use of independent judgment in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

**SUPERVISION EXERCISED:** As required, supervises the work of helpers and inmates who are assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

At a correctional facility, to lay out and supervise the work of assigned helpers and/or inmates engaged in the construction, alteration, maintenance and repair of small wooden structures.

As required, to provide inmates with practical experience in carpentry skills; instruction and demonstration of tools and other types of woodworking materials, and proper methods of use.

To make and repair cabinets, desks, tables, chairs and other furniture.

To install and repair doors and locks.

To make and repair screens and window frames and replace window glass and cords.

To build all types of wood frames for pouring concrete.

To sharpen and repair tools and keep equipment in good condition.

To operate and care for woodworking machinery.

To be responsible for the operation of a small woodworking shop.

As required, to requisition supplies, keep records and make reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques, tools, equipment and materials used in carpentry and skill in the application of such practices and techniques; a working knowledge of safety measures and precautions; skill in the use and care of woodworking tools and equipment; the ability to work from plans and specifications and to follow rough sketches and oral and written instructions; the ability to supervise and instruct inmate workers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment as a journeyman carpenter.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: October 18, 1992

Editorial Review: 3/15/03