

TENTATIVE

Occ. Code 7120100

TRADES SPECIALIST (CARPENTER), GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Specialists (Carpenter) perform journey level carpentry work and frequently supervise others in the construction and repair of structures and other wood items. This trade is the most generalized branch of the building trades encompassing several specialties in addition to carpentry including roofing, millwork, furniture construction, furniture finishing and repair, and cabinet work. In addition, incumbents may install and adjust door and building hardware including locks, door closures, door knobs, hinges, door checks, sash fittings, and other lockwork activities as required.

DISTINGUISHING CHARACTERISTICS

A Trades Specialist (Carpenter), working from verbal or written descriptions, or from drawings or sketches may design, or plan layout and construct a variety of structures, buildings, furniture, equipment and millwork using wood and sometimes plastics, aluminum and other materials. All positions are in the non-competitive jurisdictional class.

A Trades Specialist (Carpenter) frequently supervises others in this work including semiskilled and unskilled workers. In an agency such as the Department of Corrections and Community Supervision, where inmates perform some carpentry tasks, a Trades Specialist (Carpenter) may be responsible for the work of a group of such individuals.

RELATED CLASSES

A Trades Supervisor (Carpenter) is a working supervisor of skilled journey-level carpenters and semiskilled and unskilled positions in the carpentry trade, and occasionally other trades

Trades Generalists may also perform journey level carpentry activities. However, such positions are classified only where incumbents must be skilled in more than one trade.

In many State facilities, Vocational Instructors specializing in carpentry formally instruct inmates in the theory and practice of the trade.

Facility Operations Assistants 1 assigned to building maintenance assist skilled trades workers in construction and repair work by performing the heavier,

less difficult, and repetitive activities involving elementary skills while learning the trade.

A Maintenance Assistant (Carpenter) as a semiskilled employee performs many of the manual tasks of the carpentry trade but generally is not required to plan and lay out structural alterations or construction, or to do work involving the planning or design of furniture, although the Maintenance Assistant may build or repair such items on a repetitive basis. Incumbents may perform journey level activities and tasks under supervision or after receiving detailed instructions.

Employees engaged in other building and maintenance trades are classified under a variety of other commonly used titles descriptive of their work including Trades Specialist (Electrician) and Trades Specialist (Plumber & Steamfitter).

ILLUSTRATIVE DUTIES

As directed, builds, repairs, and installs such items as counters, cabinets, benches, partitions, floors, doors, windows, building framework, roofs, and trim following verbal or written instructions utilizing the tools of the carpentry trade and following standard carpentry techniques. Trades Specialists (Carpenter) may be required to work with a variety of materials in addition to wood including but not limited to sheet metal, plastics, or aluminum.

Installs and repairs ceiling and floor tiles.

Does general millwork; may build cabinets, furniture, and other wooden equipment in the shop using woodworking machines.

Maintains shop machinery.

May keep inventory and control of the distribution of carpentry tools and equipment and maintain such equipment.

May conduct inspections of the facility to determine maintenance needs and recommend priorities for repair based on the nature of the maintenance problem.

As assigned, Trades Specialists (Carpenter) supervise and instruct others in the construction and repair of structures and other wooden items.

- Assigns work to a maintenance staff.
- As required may draw rough sketches or prepare plans to scale from verbal or written instructions to accomplish a project.
- From plans, may recommend to supervisor and order the kind, quantity, and quality of materials to be used.

- Assembles materials, tools, and equipment required to accomplish the work according to plan.
- Lays out the work for the staff and performs such skilled tasks as laying out the cutting of roof trusses and stairs, hanging doors, and installing hardware.
- As required, gives verbal instruction and/or demonstrates proper carpentry techniques and the use of carpentry tools and equipment.
- Observes and inspects the work while in progress and when completed to ensure that the job is done properly.

INDEPENDENCE OF OPERATION

Trades Specialists (Carpenter) are supervised by higher level building trades positions such as Trades Supervisor (Carpenter), Maintenance Supervisor 1 or Maintenance Supervisor 2. Generally, work priorities and the nature and extent of the work to be performed are prescribed and material is furnished. Detailed plans and drawings may be provided. However, in the absence of such direction, the Trades Specialist (Carpenter) sets priorities, requisitions materials,

determines the work that has to be done and lays out the work, frequently from rough sketches or from verbal instructions.

Although the work of Trades Specialists (Carpenter) is inspected periodically by the supervisor, incumbents are expected to work with considerable independence as is typical of a skilled trades worker.

COMMUNICATION

The nature of a Trades Specialist's (Carpenter) activity generally restricts relationships to employees working within the same organizational unit including skilled trades workers in other trades. On occasion, however, incumbents may be expected to verbally communicate with administrators and others in an agency or State facility on the reasons why work is being accomplished in the manner selected.

Typically, Trades Specialists (Carpenter) supervise a maintenance crew. Such relationships are characterized by frequent verbal communications in assigning work and providing instructions. Written and verbal communications with the general public are not typical of this class. Although incumbents may have frequent verbal relationships with others, the tasks of this class are predominantly thing oriented and the involvement with others is not a factor in determining its classification.

SUPERVISION EXERCISED

A Trades Specialist (Carpenter) frequently supervises subordinate maintenance employees and/or inmates in making assignments, giving instructions and observing and inspecting work performed to ensure that instructions have been followed and that the quality of the work is satisfactory.

MINIMUM QUALIFICATIONS

Non-competitive: successful completion of a NYS two-year Trades Specialist (Carpenter) Traineeship or NYS two-year carpenter training program; OR successful completion of any equivalent carpenter two-year training or apprenticeship program;* OR four (4) years of full-time experience in carpentry under a skilled journey level carpenter which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in carpentry or training gained by completion of technical courses in carpentry at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.

* Successful completion of the traineeship and the training program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of

blueprint/schematic reading course work. Course work must be completed with an average of "C" or better. Additionally, successful completion of the traineeship also includes 4,000 hours of on-the-job training.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.