

**New York State Department of Civil Service**  
Division of Classification & Compensation

***Occ. Code 7202100***

**Maintenance Assistant (Carpenter), Grade 9**

Brief Description of Class

Maintenance Assistants (Carpenter) perform semiskilled carpentry work in the construction and repair of structures and other items. Incumbents may work with a variety of materials in addition to wood, including but not limited to, sheet metal, plastics, or aluminum.

Distinguishing Characteristics

Maintenance Assistant (Carpenter): non-competitive; as a semiskilled employee, performs the more routine, repetitive maintenance, installation, and repair tasks in the carpentry trade. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Carpenter) work under the supervision of a skilled trades or supervisory maintenance position; in turn, they may supervise Facility Operations Assistants 1 and other relatively unskilled workers in performing manual tasks involving elementary skills.

Related Classes

There are a number of other specialized Maintenance Assistant classes having parenthetical designations describing the predominant trade areas to which the incumbent is assigned including electrician, mason and plasterer, painter, and plumber and steamfitter. Although incumbents of such classes may perform tasks normally associated with more than one trade, most of their time is spent performing tasks typical of the trade indicated by the parenthetical designation.

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small maintenance staffs where such specialization is not desirable, or in large maintenance pools where specialization is not efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant.

Maintenance Assistant is distinguished from Facility Operations Assistant 1 by the latter's performance of relatively unskilled tasks in direct support of semiskilled

and/or skilled trades positions. Such tasks involve a limited use of the tools and equipment of the trade under very specific instruction and supervision of either a Maintenance Assistant or a journey-level tradesperson.

Critical distinctions between the Maintenance Assistant (Carpenter) and Trades Specialist (Carpenter) are the latter's responsibility for the planning, layout, estimating the quantity and type of materials needed, and supervision of maintenance and repair projects, the diagnosing of structural problems, and the performance of a broad range of carpentry tasks in producing a finished product.

### Illustrative Tasks

Working from blueprints, drawings, oral or written instructions and using carpenter's hand tools and power tools, performs a variety of semiskilled maintenance, repair and construction activities in the carpentry trade including but not limited to the following:

- Repairs structural woodwork and equipment such as doors, window sash, storm windows, screens, window guards, stairs and railings.
- Repairs, installs and adjusts locks, door closures, hinges, door checks and ether door hardware.
- Installs glass in windows, doors and partitions.
- Builds, repairs and installs such items as bookcases, shelving, tables, and racks using woodworking machines.
- Following instructions, assists skilled tradespersons in such construction activities as the erection or renovation of larger buildings and structures, and in the repair and construction of roofs.
- Builds forms for concrete work.
- Erects and moves wall partitions.
- Installs and replaces damaged floor and ceiling tile.
- Replaces quoin, miter and fender timbers on lock gates.

### Independence of Operation

Maintenance Assistants (Carpenter) are usually supervised by a higher-level trade position, such as Trades Specialist (Carpenter) or Trades Generalist who determine work priorities, define the nature and extent of work to be performed, provide

instructions and direction, provide resources for work projects, lay out and plan projects, assist in performing the more difficult tasks, train staff in skilled work, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants (Carpenter) may perform the activities of this class with considerable independence when supervision is not available and are expected to perform routine activities with considerable independence.

### Communication

The nature of a Maintenance Assistant's (Carpenter) activities generally restricts relationships to employees working within the same organizational unit and to individuals for whom the State has custody or responsibility assigned to projects or work units. Such relationships are characterized by frequent oral and written communications in assigning work, providing instructions, and exchanging information. Written and oral communications with the general public are not typical of this class.

### Supervision Exercised

A Maintenance Assistant (Carpenter) may supervise work crews of relatively unskilled workers and/or individuals for whom the State has custody or responsibility by making assignments, giving instructions, and aiding in performing tasks.

### Minimum Qualifications

Non-competitive: Two years of full-time experience in carpentry work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in carpentry at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership (NYS CSEA-P) Applied Skilled Trades Certificate Program\*; or an equivalent combination of experience and training gained by completion of appropriate technical courses in carpentry at a school, institute, or branch of the Armed Services.

\*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate 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. It does not include 4,000 hours of on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

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.

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