

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

Classification Standard

Occ. Code 7120100

Trades Specialist (Carpenter), Grade 12

Brief Description of Class

Trades Specialists (Carpenter) perform journey-level carpentry work and may supervise others in the construction and repair of structures and other wood items. In addition to carpentry this trade includes roofing, millwork, furniture construction, furniture finishing and repair, and cabinet work and use of common construction tools and equipment. Incumbents may also install and adjust door and building hardware, including locks, door closures, door knobs, hinges, door checks, sash fittings, and other lock work activities.

Distinguishing Characteristics

Trades Specialist (Carpenter): non-competitive; 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, metals and other materials.

A Trades Specialist (Carpenter) may supervise others in this work including semiskilled and unskilled workers.

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 tradespersons 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 in a variety of other commonly used titles descriptive of their work, including Trades Specialist (Electrician) and Trades Specialist (Plumber & Steamfitter).

Illustrative Tasks

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.

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.

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

- Assigns work to a maintenance staff.
- May draw rough sketches or prepare plans to scale from verbal or written instructions to accomplish a project.
- May review plans and recommend 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 staff and performs such skilled tasks as laying out the cutting of roof trusses and stairs, hanging doors, and installing hardware.
- May give verbal instruction and/or demonstrate proper carpentry techniques and the use of carpentry tools and equipment.
- Observes and inspects work 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 are prescribed, material is furnished, the nature and extent of the work to be performed is given, and detailed plans, diagrams, and specifications are provided. 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.

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

Communication

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

Trades Specialists (Carpenter) may supervise a maintenance staff. 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 involvement with others is not a factor in determining its classification.

Supervision Exercised

A Trades Specialist (Carpenter) may supervise a subordinate maintenance staff and/or individuals for whom the State has custody or responsibility by 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

Trades Specialist (Carpenter)

Non-competitive: Four years of full-time experience in carpentry work under a skilled tradesperson which would provide training equivalent to that given in a training, apprenticeship, or equivalent program, or an equivalent combination of experience and training gained by completion of technical courses in carpentry at a school, institute, or branch of the Armed Services; OR successful completion of the two-year Trades Specialist (Carpenter) traineeship or a two-year carpenter training, apprenticeship, OR equivalent program* such as the New York State Civil Service Employees Association-Partnership Applied Skilled Trades Traineeship and Certificate Program.

* 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.

Trades Specialist (Carpenter) Trainee 1

Full-time permanent service in a position allocated at Grade 12 or below which is primarily engaged in the performance of unskilled and/or semiskilled labor and trades tasks; must be 18 years of age or older; possess a High School diploma or general equivalency diploma recognized by the New York State Education Department; and be proficient in English and math.

Trades Specialist (Carpenter) Trainee 2

Successful completion of a 52-week probationary period as a Trades Specialist (Carpenter) Trainee 1; OR completion of 45 hours of technical math coursework and 15 hours of blueprint reading/schematics coursework or passage of an equivalency exam or proof of successful completion of equivalent training, 144 hours of carpentry trade-specific instruction, and 2,000 hours of on-the-job training. Trainees must maintain a "C" or better average in their coursework.

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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