

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Carpenter  
**Department**: Facilities Management  
**Revised** : November 2019

**Class** : Skilled Craft  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Carpenter classification.*

**GENERAL DESCRIPTION**

Skilled work in the performance of a wide variety of carpentry work, building maintenance and repair tasks.

Assignments are of a general nature from the Maintenance Supervisor. Work in this class is usually performed without close supervision, but is ordinarily reviewed upon completion by the Maintenance Supervisor.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Builds cabinets, furniture, work stations, shelters, signs, small buildings, etc. from sketches, plans, and blueprints.

Responsible for all stages of the construction process from planning, estimating costs, materials, and time to purchase of materials through finish carpentry, dry wall, and painting.

Repairs and remodels including adding or removing walls and electrical reworks for receptacles and lighting.

Repairs and replaces locks; repairs doors and windows.

Works with locksmiths and contractors.

Oversees the work of Maintenance Mechanics assigned to assist him in construction and repair projects.

**OTHER JOB FUNCTIONS**

Performs landscaping duties including mowing grass, trimming, sowing grass, fertilizing, planting trees and flowers, and mulching.

Performs various building maintenance functions including air conditioning maintenance, plumbing, concrete pouring, and finishing.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the methods, practices, tools, and materials used in performing carpentry and remodeling work.

Considerable knowledge of the methods, practices, tools, and materials used in building maintenance and repair work.

**Job Title:** Carpenter

**Page** : 2

Considerable knowledge of building codes and regulations.

Skill in the use of power tools, drills, and equipment used in the construction and repair process.

Ability to read and understand blueprints, plans, and drawings and to utilize this information in constructing projects.

Ability to draw up sketches and plans to work and buy materials from.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemical, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school, preferably supplemented by relevant technical courses, and four years of experience in rough work and finish work carpentry or construction. A valid driver's license is required. Locksmith certification preferred.

**This job description does not create an employment contract,  
implied or otherwise.**