

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE CARPENTER

Position Code: K5250

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs skilled carpentry work in the construction, maintenance or repair of wooden articles, buildings or equipment; may supervise helpers in performing or assisting with similar tasks.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs general carpentry work in the repair, maintenance, construction or alteration of wooden floors, roofs, stairs, benches, doors, windows, screens, signs, barricades, and similar wooden articles or structures.
2. Works in a carpenter shop; operates saws, jointers, planers, mortising machines, sanders, drill presses and lathes on millwork.
3. Builds and erects wooden scaffolding and forms.
4. Sharpens hand tools and performs maintenance on other used equipment.
5. Instructs helpers in basic trade tasks; supervises manual workers.
6. May perform incidental pattern making or cabinetwork.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and experience necessary to qualify as a journeyman carpenter.

Knowledge, Skills and Abilities

Requires working knowledge of the tools, materials, methods and standard practices of the trade.

Requires skill in the use of tools of the trade.

Requires ability to instruct beginners in the trade.

Requires ability to direct unskilled workers.

Requires ability to read, interpret and work from plans, simple drawings or sketches.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

MAINTENANCE CARPENTER (Continued)

Requires ability to make simple arithmetical computations and bulk estimates of material needed.

Approved by the Secretary of State Merit Commission – October 11, 1977
Effective – October 16, 1977

Revisions approved by the Secretary of State Merit Commission - July 19, 2006
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