

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

**MAINTENANCE CARPENTER FOREMAN**

**Position Code: K5259**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs carpentry at the level of master craftsman; assigns, directs and checks the work of a group of journeymen in all phases of carpentry.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Assigns journeymen to trade tasks in the repair, maintenance, construction or alteration of wooden floors, walls, roofs, stairs, benches, doors, windows, screens, scaffolding, forms, signs, barricades and similar wooden articles or structures; works as skilled journeyman where needed.
2. Directs the work of craftsmen and helpers in a well-equipped carpentry shop.
3. Makes estimates of materials and time needed for jobs.
4. 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 two years experience as a journeyman carpenter.

**Knowledge, Skills and Abilities**

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

Requires skill in the use of tools of the trade.

Requires ability to direct journeymen carpenters.

Requires ability to perform all tasks usually associated with skilled journeymen carpenters.

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

Requires ability to make simple arithmetic computations and estimations of materials needed.

Requires willingness to travel and possession of a valid Illinois driver's license.

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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