

Memo

Date: March 2, 2010
From: Don Hopkins, Sanitation Superintendent
RE: Job Opening

A job opening exist in the Maintenance and Construction department for a Carpenter. If a current city employee does not fill this position within 10 working days it will open to the public on **March 17, 2010.**

DEFINITION

Under general supervision, is responsible for carpentry work of average difficulty; performs related work as required.

EXAMPLES OF DUTIES

Lays out, cuts, fits, and joins lumber to construct, remodel and repair buildings; installs partitions, paneling, acoustical ceilings, and floor covering, remodels offices and other existing structures; builds rough work sheds, drain boxes; makes and repairs cabinets, desk, and other furniture, molding, window sashes and other wooden articles; repairs roofing; may supervise maintenance workers; uses a variety of hand and power tools.

MINIMUM QUALIFICATIONS

Skills, Knowledge, Abilities

Skill in the use and care of hand and power tools. Good knowledge of carpentry procedures and techniques. Ability to understand and follow oral and written plans and instructions.

Training and Experience

Considerable experience in carpentry work.

Working conditions and Physical requirements

Works inside and outside; is exposed to cuts, bruises, and broken bones from falls and injury from power saws and other equipment; requires standing, climbing, stooping and bending; frequently lifts heavy objects.

Appropriate driver license.