

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Carpenter	<b><u>CLASS NUMBER:</u></b> 30110	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A9	<b><u>POSITION CONTROL #:</u></b> varies
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 7:00 AM – 4:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Carpenter Foreman (033620)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Carpenter classification is to maintain, build and improve county facilities and structures.

**JOB DUTIES:**

Perform skilled carpentry, construction and maintenance work (e.g., remodel offices, repair floors, stairs, walls, concrete, paneling, drywall, and metal studs). Construct and install office furniture (e.g., countertops, bookshelves and footstools). Install carpet, carpet squares, VCT tile, cover base, sheet goods, build and laminate counter tops. Install and adjust door hardware (e.g. hinges, locks, closers, sweeps, strikes, etc.). Install and adjust metal/wood frames. Repair and replace damaged drywall. Construct outdoor building amenities (e.g., fences, benches and garden planters).

Remove debris, erect barricades and install signage (safety type) to ensure that work areas are protected. Clean tools and perform site cleanup procedures. Adhere to all applicable safety and building standards. Investigate reported problems and assess situations to recommend the most cost-effective solution. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge in safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; work alone on most tasks; recognize safety warnings; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate to move objects from one location to another.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or GED, supplemented by vocational/technical training with emphasis in carpentry and two (2) years of commercial carpentry experience; or any equivalent combination of training and experience.

**Additional Requirements**

Must maintain a valid Ohio driver’s license.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date