

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Carpenter
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs highly skilled technical or specialized work in areas including but not limited to carpentry, painting, framing, drywall, stucco and other finishing work, tile work, and door/window installation, as well as maintenance and repair of decks/boardwalks, playground equipment, and fences. May assist with the service and repair of mechanical equipment, pipes and plumbing, electrical devices and services, and installation, maintenance, and repair of park amenities. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs high quality finished carpentry for new construction and renovations of buildings and community facilities
- Performs skilled manual labor to maintain and repair City-owned property to include, but not be limited to, park amenities, building structures, bus shelters, pavilions/gazebos, fences, and other City owned assets
- Operates equipment used in performing assigned tasks, such as trucks, lifts, trailers, forklifts, ladders, hand and power tools, etc.
- Performs general maintenance and repair to include, but not be limited to, painting, staining, patching, sealing, pressure cleaning, minor plumbing, and related housekeeping duties
- Assists other Public Works Divisions with maintenance and repair of HVAC systems, lighting systems, security systems, and plumbing systems as needed
- Prepares/obtains cost estimates, creates material lists, and gathers pricing information
- Provides general direction, training, and technical assistance to assigned lower level Maintenance Service Workers
- Reads and understands blueprints
- Documents procedures performed in the field and system status
- Maintains daily logs

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- Assists with the set up and break down of City functions/events, and transports equipment as needed
- Participates in emergency callout rotation
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by a minimum of three (3) years of verifiable experience in construction, demolition, rough and finished carpentry, tile installation, and painting in a public works or similar work environment including the use of standard hand tools, and operation of light and heavy power-driven equipment, trucks, and other vehicles; an equivalent combination of education, certification, training, and/or experience may be considered.

A State of Florida Commercial Driver's License, class B with air brake endorsement is required or the ability to obtain within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the means and methods, safety practices, tools, equipment, and materials utilized in the fields of construction and facilities maintenance
- Working knowledge of Microsoft Office products (Word and Outlook)
- Skill in removing damaged or defective parts or sections of structures and repairing or replacing using appropriate hand and power tools
- Skill in installing fixtures, windows, doors, hardware, flooring (including tiles and pavers), wall finishes, and trim
- Skill in finishing surfaces of woodwork or wallboard in buildings
- Skill in performing minor plumbing installations and repairs
- Ability to produce a professional level work product of high quality and finish
- Ability to safely, properly, and proficiently use standard hand tools, power tools, trucks, cars, and heavy and light equipment
- Ability to prepare accurate cost estimates
- Ability to read and understand blueprints and specifications
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to provide a high level of customer service
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.