

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CARPNTRE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Alpena Combat Readiness Training Center
4. Civil Service Position Code Description CARPENTER-E	10. Division Civil Engineering
5. Working Title (What the agency calls the position) Carpenter	11. Section
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-1 11	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; NONSTATE SUPERVISOR X	13. Work Location (City and Address)/Hours of Work 5884 A Street, Alpena, MI. 49707 / M-F; 7:45am - 4:30pm

14. General Summary of Function/Purpose of Position

Performs any combination of carpentry duties to repair real property located on the facility. Some of the duties may include work in constructing, installing, repairing, and modifying wood and wood substitute structures and items requiring close tolerance fit and structural soundness. The major focus of the position is on preventative maintenance on facilities and associated components. Some work will require rough carpentry skills through and to include finish carpentry skills. Work is accomplished utilizing a variety of machines, tools, and equipment using independent judgment. The facility encompasses 667 acres with 106 buildings and 161 facilities.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Independently applies skilled methods, techniques, and advanced shop mathematics to construct, install, repair, and modify a wide variety of structures.

Individual tasks related to the duty:

- Constructs, erects, alters, repairs, and maintains doors, roofs, windows, furniture, cabinets, openscape offices, screens, frames, scaffolds, concrete forms, and other items using hand and power tools such as drills, jointers, sanders, saws, and other equipment of the carpentry trade.
- Remodel office and storage areas to include building frames, rafters, concrete forms, walls, platforms, staircases, door and window frames, interior and exterior trim, and other miscellaneous items.
- Assists with planning and completing work from initial layout to final assembly by interpreting and applying building plans, specifications, blue prints, sketches, and other guides and codes.
- Applies a full range of carpentry methods in accomplishing tasks requiring construction of irregular sizes, and angles with precise fits and accurate dimensions.
- Assists with planning and estimating material and labor hours for projects.
- Performs recurring maintenance on building and other structures.
- Paint and patch drywall.
- Selects the appropriate tools, equipment, and materials needed at the worksite and determines how or what repairs need to be made.
- Installs insulation in walls and ceilings.
- Repair and/or replace building brick, stone and concrete.
- Layout, reinforce, patch and finish concrete work.
- Tools and equipment used for these duties include: rules, square, plumb bobs, carpentry hand tools, drills, saws, and wood working machinery.

Duty 2

General Summary:

Percentage: 20

Door and lock repairs on both standard and electronic type doors as well as overhead doors

Individual tasks related to the duty:

- Repair/replace locksets (both key and electronic)
- Troubleshoot and program electronic locks.
- Perform preventative maintenance on doors, locks and related door components.
- Perform preventative maintenance on overhead doors and electric openers.
- Assists in the repairs and maintenance of various types of doors.

Duty 3

General Summary:

Percentage: 20

Perform roof maintenance on all types of roofing consisting of asphalt, metal, pvc, tile, slate roll roofing, and shingles.

Individual tasks related to the duty:

- Perform preventative maintenance on multiple styles of roofing.
- Assists in masonry tasks involved in the maintenance, repair, alteration, and construction of interior and exterior surfaces.
- Assist in the manufacture and installation or repair of cylindrical, square, or rectangular-shaped objects that have easily constructed fastening such as single and double, or grooved seams.

Duty 4

General Summary:

Percentage: 5

Additional duties as required

Individual tasks related to the duty:

- May be required to assist as mission requirements dictate.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Use independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

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situations.

Analyze and compile data while taking instructions from people to precisely operate and control equipment.

Responsible for assigning own priorities from multiple assignments.

Determine proper formulas to use for testing equipment conformance to specifications.

Solve problems requiring interpretation of technical information.

Safety concerns require quick reaction or immediate response to certain situations.

The inability to exercise practical judgment when making any of the above decisions regarding building support utilities and equipment could render building unusable for their intended purpose.

17. Describe the types of decisions that require the supervisor's review.

When unable to resolve a particular problem after exercising practical judgment as in examples above.

Authorization on parts requisitions submitted for job orders or work orders.

When requestor's stated desires conflict with past practices, procedures and policies.

When desired outcome of assigned duty can not be feasibly or economically achieved.

When assigned task becomes increasingly complex.

When confronted with a new and unfamiliar task.

When there is a need for product information such as design, capacity, specifications and purpose.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Regularly stand for long periods of time while conducting maintenance or repair activities.

Regularly climb stairs and ladders to reach work locations.

Regularly conduct work activities in an awkward position requiring reaching, twisting, bending, stooping, kneeling, crouching and sitting.

Regularly carrying objects weighing up to 35 pounds, such as tool pouch, for long distances.

Move heavier objects such as equipment and material, occasionally.

Periodically work out-of-doors, subject to all weather conditions.

Often observe and listen to operating machines or equipment to diagnose machine malfunctions.

Regularly use hand-eye coordination while operating hand and power tools and equipment.

Occasionally work around air contamination of dust, fumes and plant odors.

Occasionally work from heights.

Occasional exposure to loud noises.

Always wear required safety equipment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Carpenters must be able to read, follow and interpret schematics, specifications, work orders, technical descriptions and safety manuals. Maintenance of the facility. Carpenters are expected to know and adhere to standards of quality while making repairs to facilities and buildings.
- Knowledge of the qualities, adaptability, and use of various woods and materials.
- Skill in the use of the tools and equipment of the carpentry trade.
- The list of duties and responsibilities is not intended to be inclusive and DMVA reserves the right to assign additional duties and responsibilities as necessary.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Submitting updated PD for recruiting purposes. Job duties have remained the same.

25. What is the function of the work area and how does this position fit into that function?

Civil Engineering functions include engineering, design, programming, fire protection, and operation and maintenance of the facility. This position will be responsible for ensuring the operation and maintenance needs of all the facilities related to structural issues will be met.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Carpenter E9

Four years of experience in the carpentry trade, including two years equivalent to a Carpenter 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to work hours/schedules as required including "call-back". The ability to cooperate and get along with coworkers. The ability to understand and follow oral and/or written instructions. The ability to see moving ground traffic including aircraft and machinery. The ability to wear required protective clothing. The ability to learn basic fire extinguisher usage. Considerable knowledge of the accepted practices, processes, materials, and tools of the carpentry trade. Considerable knowledge of the occupational hazards and safety precautions of the building maintenance trades. The ability to do the routine facility maintenance and care for tools and equipment. The ability to work from sketches, drawings, blueprints. The ability to maintain records regarding time and attendance, material, equipment and repairs. Be knowledgeable of repair techniques required for the different styles of roof construction. Ensure safety precautions are taken to ensure personal safety at all times.

CERTIFICATES, LICENSES, REGISTRATIONS:

The ability to obtain and maintain a valid State of Michigan Driver's License.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

The PD is a current, accurate representation of the duties assigned to the position.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

3/13/2014

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date