

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Tech, Mgmt. & Budget - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> Carpenter-E	<b>10. Division</b> Building Operations
<b>5. Working Title (What the agency calls the position)</b> Carpenter	<b>11. Section</b> BASS (Bldg. Automation & Specialty Services)
<b>6. Name and Position Code Description of Direct Supervisor</b> Joel Hunter; Bldg. Trades Spvr.-11	<b>12. Unit</b> Carpenters
<b>7. Name and Position Code Description of Second Level Supervisor</b> Butch Kimball, State Administrative Manager-15	<b>13. Work Location (City and Address)/Hours of Work</b> State Facilities Administration Bldg. 3111 W. St. Josph Street Lansing, MI M-F/ 8-5 or variation

**14. General Summary of Function/Purpose of Position**

This is the experience (journeyman) level. The employee performs a full range of carpenter assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations and may assist in training lower-level carpenters. The employee will work in concert with other carpenters and trades to perform a full range of assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee will use a wide range of power tools and other equipment as used in the carpentry trade. The employee will provide customer service with courtesy, respect, and attention to detail, work cooperatively with staff, and assure all staff is customer service oriented, expressing a positive and helpful outcome to projects and during daily interactions with tenants.

**Duty 1****General Summary:**

% of Time: 60

Delivers, constructs, reconfigures, and reconstructs all modular furniture systems in use by the State of Michigan.

**Individual tasks related to the duty:**

- Loading, unloading, and staging of supplies, materials and equipment used in modular furniture installations.
- Pickup and delivery of modular furniture components to job site(s).
- Use manual and mechanized lift equipment.
- Assembles, disassembles, and reconfigures modular furniture systems, as needed.
- Ability to read and interpret modular furniture layouts designed by in-house designers and/or outside vendors.
- Performs demolition and removal of existing modular furniture systems, as needed, for repair renovations and/or major floor upgrades in building projects.
- Installs new or refurbished modular furniture per design specifications.
- Assembles, disassembles, and reconfigures pre-manufactured furniture, cabinets, etc., as needed.
- Removes and/or installs stud wall partitions (wood/metal)
- Installs drywall or drywall/sound deadening partitioned systems, as needed.
- Installs various floor base trim. (vinyl and wood)

**Duty 2****General Summary**

% of Time: 20

Uses computerized maintenance management system (CMMS)

**Individual tasks related to the duty:**

- Checks work orders daily using the computerized maintenance management system EMaint.
- Closes out work orders using the computerized maintenance management system EMaint
- Enters critical work data into EMaint in an accurate and concise manner.
- Assists lower level and peer group trades in the use of the EMaint system.

**Duty 3****General Summary:**

% of Time: 10

Performs a full range of carpentry assignments

**Individual tasks related to the duty:**

- Maintains, installs, and repairs floors, steps, railings, including ceramic and vinyl tile, wood, concrete, carpet, nosing thresholds, metal, and wood railings.
- Constructs, erects, alters, repairs, and maintains doors, roofs, windows, opens cape offices, screens, frames, scaffolds, concert forms, and other items using hand and power tools such as drills jointers, sanders, saws, and other equipment of the carpentry trade.
- Removes walls, installs partitions and steps; alter builds or rooms; or adds to existing structures using hand and power tools.
- Installs and finishes dry wall, wood paneling, siding, and other prefabricated materials.
- Marks, cuts, and shapes materials to prescribe measurements; assembles by fastening with nails, staples, dowels, or glue.
- Installs wood, ceramic, resilient, or cement floors; installs glass, ceiling tile, windows, and doors.
- Fits, installs, and maintains finished hardware such as locks and kick plates.
- Studies blueprints, sketches, and work orders to determine materials and equipment required for assigned work.
- May assist in training lower-level carpenters and others.
- Estimates time, material and labor required for projects.
- Purchases material, tools and equipment needed.

**Duty 4****General Summary:**

% of time: 5

Performs maintenance and repairs.

**Individual tasks related to the duty:**

- Maintains and repairs hand and power tools and equipment of the carpentry trade by cleaning, oiling, setting, welding, or other processes, as needed.
- Assists in the maintenance of time and material lists.
- Assists in requisitions of material and supplies.
- Removes and replaces carpet tiles, as necessary, to accommodate minor repairs and/or project renovations.

**Duty 5****General Summary:**

% of Time: 5

Performs related work appropriate to the classification as assigned.

**Individual tasks related to the duty:**

- Performs special assignments as necessary.
- Assists other trades as needed.

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

Uses independent judgment applying the practices, tools, and techniques of the trade to specific work situations.

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

Setting priorities, large equipment/tool purchase orders, repairs that might have an adverse effect on the department's budget, inventory control practices, and purchasing approval paths, special, new or unusual procedures, and questions relative to code compliance of a specific installation.

**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.**

- Lifting heavy construction material (over 50 lbs.)
- Working in close areas, climbing ladders, elevated platforms and scaffolding.
- Working with and around hazardous machinery and tools such as bench saws, drills, routers, rotating fans and pumps.
- High dust and noise levels from shop equipment.
- A large part of the job requires kneeling, bending, and pulling. Loading and unloading of modular furniture.

**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):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?**

Provides maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. works in concert with other Carpenters and trades to perform a full range of carpentry assignments for projects on state

properties as required for maintenance, construction, and remodeling. Modular furniture delivery. Provides prompt and efficient customer service.

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

N/A

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

The work area provides maintenance and construction service on buildings to preserve the investment of the State of Michigan, DTMB. This position works independently, performing a full range of Carpenter assignments and may assist in training lower-level Carpenters.

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 8**

Two years of experience in a learning capacity assisting and performing carpentry work under the direction of experienced carpenters.

**Carpenter E9**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- standard methods, practices, principles, tools and equipment used in the carpentry trade, including layout and estimation
- occupational hazards and safety rules and regulations applicable to the trade
- use of various wood and materials.
- employee policies and procedures.

Skill in:

- use of the tools and equipment of the carpentry trade.
- constructing, altering and repairing walls, doors, windows, furniture, and cabinets according to blueprints, work orders and sketches

Ability to read and follow blueprints, specifications, and instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*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.

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

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
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