

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) Camp Grayling
4. Civil Service Position Code Description CARPENTER-A	10. Division Facilities
5. Working Title (What the agency calls the position) Lead Carpenter	11. Section Utilities
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work M-93, CAMP GRAYLING, MI / M - F 7:15 AM - 4:00PM
14. General Summary of Function/Purpose of Position The function of this position is to crew lead lower level carpenters ensuring all buildings at this facility are structurally sound and maintained in a manner that meets military standards and requirements. This position is also responsible for all carpentry-related tasks performed at this facility and ensuring that the work of assigned carpenters is of journey quality and performance.	

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: 50

Crew lead lower level carpenters. Ensure maintenance and repair of real property is recognized and planned for scheduling in such a manner that military training is not hindered.

Individual tasks related to the duty:

- Assign work to lower-level carpenters, locksmiths, and trades helpers.
- Provide instruction and training in the proper method and process necessary to carry out assignments.
- Layout, schedule, assign, and inspect work to assure conformance to specifications.
- Review job performance by observing and critiquing work techniques of ongoing and completed assignments.
- Inspect structures and fixtures to determine what carpentry repairs are needed.
- Ensure facilities are safe by adhering to building codes and OSHA standards in both carpentry practices and worksite conditions.
- Perform more complex, difficult, or non-routine carpentry assignments requiring specialized knowledge or skill.
- Assign preventive maintenance tasks: shelves, doors, windows, locks, glass, screens, hinges, roof repairs, etc.
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

Duty 2

General Summary:

Percentage: 40

Perform carpentry-related tasks. Maintain the structural integrity of all buildings at Camp Grayling.

Individual tasks related to the duty:

- Pour and finish concrete.
- Hang and finish drywall.
- Install suspended ceilings.
- Layout and build walls and ceilings.
- Install doors and related hardware.

Duty 3

General Summary:

Percentage: 10

Maintain inventory controls.

Individual tasks related to the duty:

- Ensure that adequate supplies and tools are on site and accounted for.
- Estimate time, materials, and labor required for projects and tasks.
- Other duties as assigned.

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

- Construction techniques required accomplishing tasks as allowed by appropriate building codes, spans, loads, etc.
- These decisions could affect the end-user's ability to meet their mission requirements.

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

- Potential code violations
- Decisions that may violate departmental policies
- Work that may affect the structural integrity of the building
- Work requests which are unusual or out of the ordinary

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.

Bending, transporting, pushing, etc., occur daily. Overhead lifting, holding, climbing ladders and scaffolding occur frequently. Working outside, in a variety of weather conditions, occurs often. Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather. Exposure to sawdust, paints, stains, solvents, adhesives, and a variety of other building-related materials is common.

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.	Y	Assign work.
N	Provide formal written counseling.	Y	Approve work.
N	Approve leave requests.	Y	Review work.
N	Approve time and attendance.	Y	Provide guidance on work methods.
N	Orally reprimand.	Y	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?

Management created PD.

23. What are the essential functions of this position?

- Ensure military training is not hindered by the lack of engineering support.
- Maintain the structural integrity of all buildings at Camp Grayling.
- Maintain inventory controls.
- Perform carpentry-related tasks.
- This list of duties is not all-inclusive and the DMVA reserves the right to add additional duties as required.
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

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

A builder license issued by the State of Michigan has been added as a minimum qualification needed to perform the essential functions of this position. Minor grammar and punctuation changed throughout PD. Duty 4 has been removed and "Other duties as assigned." has been added to duty 3 tasks. "Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather", has been added to duty 1 tasks, box 18 and box 23. "This list of duties is not all-inclusive and the DMVA reserves the right to add additional duties as required" has been added to box 23.

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

Ensure all buildings are structurally sound and suitable for military training purposes. It is this position's responsibility to crew lead lower-level carpenters to repair/maintain all structures as required.

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 10

Five years of experience in the carpentry trade, including one year equivalent to a Carpenter E9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the standard methods, practices, principles, tools, and equipment used in the carpentry trade.
- Knowledge of the occupational hazards, safety rules and regulations, and employee policies, to include State Building Code and OSHA work practices, applicable to the carpentry trade.
- Ability to follow blueprints, specifications, and instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Driver's License.
- Builder license issued by the State of Michigan.

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.

N/A

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