

**CITY OF SALEM  
MAINTENANCE CARPENTER**

**00630  
20630  
40630**

**NATURE OF WORK**

This is skilled journey level carpentry work in construction, maintenance, and repair of buildings, equipment, and facilities.

Work involves using journey carpentry skills in accordance with standard trade practices. Work also involves performing a variety of construction, maintenance, and repair tasks to buildings, equipment, and facilities which includes design, estimating, and actual carpentry work. Assignments are received in the form of oral or written requests and are subject to inspection. Work is performed under general supervision of an operating supervisor. An incumbent of this class may direct and review the work of other employees.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Performs or directs others performing a variety of carpentry work including designing, constructing, finishing, and repairing cabinets, furniture, shelves, tables, partitions, and other carpenter work as assigned.

Cuts and replaces glass; repairs window frames and sashes.

Constructs or oversees the construction of portable rest rooms, picnic shelters, picnic tables, and other outdoor park facilities.

Lays out, paints, and carves informational and decorative signs.

Repairs and maintains doors, frames, locks, and door closers.

Performs a variety of general maintenance work including caulking windows and repairing and installing floor and ceiling tiles, weather stripping, and coverings on pipes; installs sinks and taps.

Performs other related work as required.

**WORK QUALIFICATIONS**

Experience in performing carpentry work including some experience in performing varied building maintenance tasks; courses in carpentry or related fields; or any equivalent

combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of the methods, materials, tools, and practices of the trade.

Knowledge of the methods, practices, tools, and materials used in general maintenance and repair work.

Knowledge of the occupational hazards and safety precautions in general maintenance and repair work.

Skill in the use and care of materials, tools, and equipment used in carpentry and building maintenance.

Ability to perform carpentry and maintenance tasks as directed and to interpret and work from rough sketches and penciled layouts as well as detailed blueprints.

Ability to understand and follow oral and written instructions.

Ability to direct the work of a small group of employees.

Possession of a valid Oregon driver's license or Class 4 license and the ability to meet City driving standards.

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Personnel Director