



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CARPENTER
(PARKS DIVISION - FACILITIES MAINTENANCE)
PARKS, RECREATION, AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing carpentry work, to include cabinetry, masonry, framing, roofing and preventive and building maintenance in the construction, modification and reconstruction of historic buildings, structures, sites and furnishings. Reports to a Crew Supervisor B.

ESSENTIAL JOB FUNCTIONS

Plans, schedules, and prioritizes work; orders supplies for and plans special projects; prepares specifications for type and size of lumber and other materials needed; prepares cost estimates of projects to include work hours and materials needed for various projects.

Performs inspections, repairs and maintenance on park shelters, piers, docks, decks, bridges, fences, buildings and related amenities to include carpentry, concrete, cement or masonry work, metal fabrication and welding, rigging and painting. Performs inspections, repairs and maintenance on park and school playgrounds to include parts replacement, painting, resurfacing, and reconstruction.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Building Trades - Thorough knowledge of the common terminology, tools, and practices of the carpentry, cement finishing and welding trade to include reading and interpreting blueprints. General knowledge of the proper use and maintenance of tools and equipment used.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to work related precautions.

REQUIRED SKILLS

- Equipment Operation - Skill in operating hand, bench, and power tools as needed to perform required work.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Communication - Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma with 3-5 years experience in difficult, skilled carpentry work or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a medical evaluation.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting to include overhead lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, weather, temperature and noise extremes, electric current, power tools, unsafe structures, heights, or traffic hazards.