



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Carpenter	Job Code:	801400	Job Grade:	09
Reports To:	Maintenance Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management	Loc. Code:	3011074	SIC Code:	1751
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Builds, installs and repairs wooden structures/fixtures, structural parts, concrete surfaces and other fixtures of Dallas County properties. Works under limited supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Builds and repairs wood structures or structural parts: cuts and assembles wooden and metal framework and drywall mechanic.	30	E
2. Repairs locks, door closers, office furniture, floors, doors and windows.	30	E
3. Installs signs, pictures and plaques and makes keys.	20	E
4. Installs and repairs baseboards, overhead trim, moldings, wood and metal doors, suspended ceilings, concrete surfaces, ceramic tiles, concrete blocks, bricks and glazed brick tiles.	10	E
5. Builds custom items for specific needs such as counter tops, bookcases, gun lockers, files and shelves.	05	N
6. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. One (1) year of work related experience (per Facilities hiring/promotion matrix).

Special Note: One (1) year of work related experience can substitute for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass a security clearance check.

Physical/Environmental Requirements:

Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to withstand

prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Hay Points/Point Factor:

COL1=125, E1=10, VM2B=15, PD2C=25, WH1C=20, WE2C=20, IC1C=25, DL3=20, PS2=15, RE1B=10, SF1A=5, TTL: 290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003; 8/2015

Approved by Civil Service Commission on

Date November 17, 2003,
8/11/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.