

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CARPENTER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future skilled trade positions located within state government. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification is to be used exclusively for positions performing the full range of journey level carpenter work for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, professional or supervisor as defined in s. 111.81 (7) and (13) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification through competition.

II. DEFINITION

CARPENTER

This is journey level carpenter work. Employees construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building wood and steel frameworks, including partitions, joists, studding, and rafters; wood stairways, window and doorframes, hardwood floors, and acoustical ceilings. Employees perform carpenter work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Verify trueness of structure, using plumb bob level and laser level.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saw.
- Study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required.
- Assemble and fasten materials to make framework or props, using hand and power tools and/or selecting the appropriate fastener and adhesive.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level.
- Remove damaged or defective parts or sections of structures and repair or replace, using hand and power tools.
- Install structures and fixtures, such as windows, cabinets, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Repair, maintain, construct and alter wood and metal framed structures and equipment.
- Install exterior and interior trim.
- Lay floors.
- Build concrete forms and scaffolds.
- Cut, shape, fit and assemble wood sections according to directions given on blueprints and sketches.
- Cut, fit and install moldings, baseboards, doorframes, doors, wood and metal framed partitions, hardwood floors, windows and similar finishing or trim work.
- Install acoustical ceilings.
- Perform skilled hand and bench work in a carpenter shop.
- Operate power saws, planers, drills, sanders and other tools of the trade.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants in the trade.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Some positions in this classification may require credentials as a cabinet maker.

Carpenter: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a Carpenter. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

Equivalent training and experience for this craft: Evidence of having performed the following activities for at least 6,240 hours: (1) Form building and rough framing = 3,000 hours; (2) outside finishing = 800 hours; (3) inside finishing = 800 hours; (4) interior systems = 600 hours; (5) hardware fitting = 320 hours; (6) miscellaneous repairs and setting of machinery and equipment, welding and safety = 320 hours; and (7) related instruction = 400 hours. Such evidence may include letters or statements from past customers/clients and/or employers.

IV. ADMINISTRATIVE INFORMATION

This classification was created in the 1970s. The specification was modified effective May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC to convert the specification to the format used in 2006, provide more specific work examples, reinforce the requirements of the skilled trades and better distinguish the work of the skilled trades from that of the semi-skilled trades (such as Facilities Repair Worker, Facilities Mechanic, etc.).

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