



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Carpenter

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$13.48 - \$20.29/ hour

GRADE: 16

Responsible for carpentry work of the most difficult nature.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lays out, fits, cuts and joins lumber to construct, remodel, and repair buildings. Installs partitions, walls, ceilings; builds cabinets and installs paneling.
- Proficient in the use of woodworking equipment and tools. Reads blueprints.
- Skilled in the use of proper tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Must be a Journeyman Carpenter with extensive experience and ability in the construction field.
- Must have at least five years of experience at the journeyman level.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.