

# **TOWN OF RICHLANDS JOB DESCRIPTION**

**Department:** Street Department

**Job Title:** Carpenter

**Reports to:** Street Supervisor

**Classification:** Hourly, Non-Exempt

**Nature of Work:**

Performs general carpentry work involved in the layout, construction, repair and maintenance of streets and roads, buildings, offices, and institution equipment and furnishings.

**Job Duties:**

Constructs and repairs buildings and structures, replaces damaged ceiling panels, wall coverings, or floor segments, builds bookcases, cabinets, tables, shelves and other repairs. Constructs and installs curbing and forms for concrete; sets and operates a variety of metal and woodworking machines including power saws and attachments, jointers, sanders, electric drills and routers. Repair broken and malfunctioning furniture, doors, windows, flooring, siding, railing, cabinets, etc. May be required to participate in snow removal activities; operate other equipment as needed; and perform other tasks as assigned.

**Minimum Education, Experience, and Licenses:**

Prefer a high school or GED Graduate, valid license to drive in the State of Virginia. Three years of experience in carpentry work involving the layout, construction, repair and maintenance.

**Knowledge, Skills and Abilities:**

Knowledge of methods and problems involved in inspecting, repairing, constructing and maintaining streets and roads, buildings, furniture, windows, screens, and other equipment. Ability to analyze carpentry work, organize work, and develop work methods. Ability to carry out directions and/or work from blueprints or drawings. Ability to make efficient, safe use of standard carpentry tools and equipment. Ability to

read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

**Background Investigation and Pre-employment Requirements:**

Applicant will be subjected to a pre-employment physical examination, drug screening and criminal background investigation.

**Physical Standards:**

Must have the physical ability to construction and perform maintenance, which could include assisting subordinates with work related issues that would include labor intensive work. Must be able to exert up to 50 lbs of force occasionally and/or a necessary amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work will involve sitting, walking or standing for long periods of time. Have the ability to perform manual tasks such as shoveling, lifting heavy objects, carrying, and tasks characteristic to manual labor.

**Work Standards:**

While performing the duties of this job, the employee will be exposed to outside weather conditions that include wet/dry and cold/warm weather conditions.

**Salary Range:**

\$13.50 to \$17.50 per hour.