

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2317
Grade: X
FLSA: Non-Exempt

Standard Job Description

Job Title
Carpenter

Department
Skilled Trades

Job Summary

Plans and carries out the construction, installation and repair of structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools in conformance with local building codes. Shapes materials to prescribed measurements using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level.

Studies blueprints, sketches and building plans for information pertaining to types of materials required, such as lumber or fiberboard, and dimensions of structures or fixtures to be fabricated. Builds stairs, lays and installs partitions and cabinet work. Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.

Typical Duties

- Selects specified type of lumber or other materials. Prepares layout, using rule, framing square, and calipers. Marks cutting and assembly lines on materials, using pencil, chalk, and marking gauge.
- Shapes materials to prescribed measurements using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and lays subflooring.
- Builds stairs, lays and installs partitions and cabinet work. Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.
- Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates.
- Constructs forms and chutes for pouring concrete. Erects scaffolding and ladders for assembling structures above ground level.
- Maintains work logs and records. Requisitions material, parts and supplies as needed and according to specifications.

Reporting Relationships

Reports to the Supervisor of Mechanics

Minimum Qualifications

- Successful completion of an approved and recognized Carpentry apprenticeship program; OR five (5) years full-time professional experience as a Carpenter.
- Possession of a valid driver's license.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of city, state and local building codes as they relate to carpentry/general construction.
- Thorough and extensive knowledge in the principles, methods, and technologies of modern carpentry.
- Thorough knowledge of the working properties of lumber, wood products and related construction materials used in the carpentry trade.
- Skill in the use and operation of hand and power tools.
- Skill in reading and following blueprints, sketches and other types of instructions.
- Ability to perform the essential job duties listed in the job summary. Position involves considerable standing, walking, lifting, pushing, and other types of physical exertion.
- This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.
- This position occasionally requires various types of physical exertion including, but not limited to climbing, lifting, pulling, pushing, and moving moderate to heavy weight.

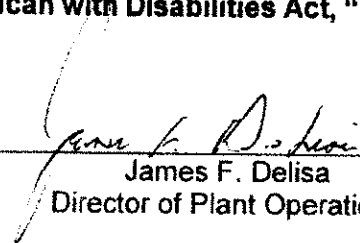
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



James F. Delisa
Director of Plant Operations

6/20/14

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date