

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Carpenter
Job Code	4002
FLSA Status	Non-exempt
Pay Grade	108

GENERAL POSITION SUMMARY

The Carpenter is responsible for constructing, installing, and repairing a variety of wooden structures and components for municipal properties. This includes the boardwalk, benches, lifeguard stands, footbridges, pavilions and other small projects throughout the city. The role involves performing routine maintenance tasks, ensuring the safety and functionality of structures, and collaborating with other team members to complete various carpentry projects. The Carpenter will also oversee the installation of City Christmas lights and decorations and handle emergency call-ins as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Designs, installs, repairs, paints and replaces city benches, pavilions, lifeguard stands, picnic tables, footbridges and other structures.
- Replace wooden boards on the boardwalk and other municipal wooden fixtures.
- Inspect and repair damaged structures, ensuring safety and functionality.
- Perform routine maintenance tasks to prolong the lifespan of wooden structures.
- Assist with general building maintenance and repair as needed.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Follow all safety guidelines and protocols to ensure a safe working environment.
- Comply with local building codes and regulations.
- Provide project updates and communicate effectively regarding progress and any issues.
- Oversee the installation of City Christmas lights and decorations.
- Perform various other duties as required by the department, including working on unique and varied carpentry projects.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)

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- At least three (3) years to five (5) of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- Valid standard driver license

OTHER JOB REQUIREMENTS

- The ability to respond to emergency calls, rotating on call scheduling and some weekends based on operational needs of the City.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Public Works department policies and procedures
- Municipal property construction, maintenance and repair
- Occupational safety rules and practices
- Carpentry and building methods, masonry and welding.

Skill in:

- Proficient in using hand and power tools, including saws, drills, and sanders.
- Excellent understanding of carpentry techniques and methods of installation and construction.
- Ability to read and interpret technical documents and drawings.
- Strong mathematical skills for measuring and calculating materials.
- Customer service.

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Build and repair wooden structures
- Repair various types of machinery and equipment
- Work independently on routine jobs

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)		X	

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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.

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Date created:	9/18/2018
Dates revised	03/08/2023
	06/10/2024