

**APPRENTICE CARPENTER**

DISTINGUISHING FEATURES OF THE CLASS: This is apprentice-level work involving responsibility for performance of a variety of carpentry and cabinet-making tasks while learning the carpentry trade. Instructions are received regarding tasks to be performed, permitting some leeway for planning the details of each assignment. Supervision or guidance is received from a skilled carpenter. Following one (1) year of apprenticeship training, candidates will be eligible for permanent appointment as a Carpenter in the non-competitive class.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Repairs cabinets, desks, chairs, tables and other furnishings;

Repairs doors, windows, floors and stair rails;

Assists in constructing and installing cabinets, bookcases, shelves, closets, tables, platforms, posts and bulletin boards;

Installs doors and outfits those with the proper hardware;

Replaces window glass and cords;

Makes and repairs screens;

Assists in building scaffolds;

Sands and refinishes floors, desks, woodwork, chairs, tables and other wood surfaces;

Learns and operates woodworking machinery such as lathes, planes, drum and belt, sanders, borers, jigsaws and mortices;

May perform other maintenance tasks such as painting, minor plumbing, masonry or electrical repairs, etc.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of the common practices, tools, terminology and safety precautions of the carpentry trade; ability to apply such knowledge to work assignments; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to learn how to operate common woodworking equipment; ability to rig and work from scaffolds; ability to read plans and blueprints; good motor, hand and eye coordination; and manual dexterity.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid Motor Vehicle Operator's License.

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Jurisdictional Class: Labor  
Public Hearing:  
NYS Civil Service Commission Approval:

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