

Title: Carpenter	Effective Date: June 25, 2016	Grade: IX	Job Category: Skilled Craft
Prior Title: Carpenter, Finish Carpenter	Prior Effective Date: February 24, 2014	Grade: VII, IX	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing carpentry, building and repairs in support of District construction and maintenance or in support of Central Office buildings/facilities management.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Build and finish carpentry jobs such as form building, rough framing, and outside and inside finishing.
- Construct and repair the various buildings and bridges within the District.
- Assist in the training of subordinates in the techniques of carpentry.
- Construct and repair guard rails.
- Work on road crews.
- Load materials and perform building and yard maintenance.
- Remove snow and ice during inclement weather.
- Assist with emergency work (bridge breakthroughs, accidents, etc.) as needed.

EXAMPLES OF WORK - EQUIPMENT AND PROCUREMENT DIVISION

- Build and finish office furniture such as desks, work-stations, bookshelves, and related units.
- Build storage compartments for weighing pads and accessories and install in Arkansas Highway Police law enforcement vehicles.
- Repair and refinish and/or re-configure office furniture and work-stations.
- Assist in transporting vehicles for the Administration and Central Shops.
- Fill in at Central Shops Service Station as needed.

MINIMUM REQUIREMENTS

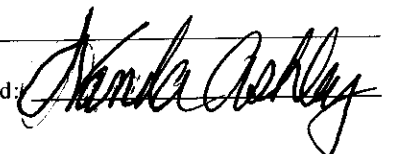
Ability to read blueprints and perform basic mathematics. Demonstrated skill and knowledge of carpentry techniques.

ADDITIONAL MINIMUM REQUIREMENTS - DISTRICTS

Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

ADDITIONAL MINIMUM REQUIREMENTS - EQUIPMENT AND PROCUREMENT DIVISION

Demonstrated knowledge and ability as a "skilled craftsman" in the area of cabinet making. Knowledge of current equipment, materials, and supplies used in the carpentry trade. Valid driver's license.



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ADDITIONAL MINIMUM REQUIREMENTS -- HEAVY BRIDGE MAINTENANCE

Knowledge of welding and cutting torch. General construction background preferred. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

