

Title:	Effective Date:	Grade:	Job Category:
<b>Finish Carpenter</b>	February 24, 2014	IX	Skilled Craft
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<b>Finish Carpenter</b>	December 7, 2009	IX	1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for performing building and repairs, primarily bridges, in support of District construction and maintenance.

*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.
- Repair and construct 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.

*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 required otherwise. Pre-employment drug test required and 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.

