

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Carpenter

**Class Code:** 5061

**Pay Grade:** 210

**GENERAL CLASS DESCRIPTION:**

Under general supervision, applies knowledge and skill at the level of a journey worker to build and repair wooden, metal and related structures, and performs other duties related or incidental thereto.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Constructs, installs, and repairs cabinets, doors, windows, screens, shades, blinds, furniture, seats, laminate materials and other components not available from commercial sources.
2. Constructs walls, ceilings and floors. Frames and installs doors and windows; insulates walls and performs demolition work as necessary.
3. Estimates, measures, fabricates and cuts metals for associated jobs using precision leveling equipment. Design and fabricate necessary metal and wood projects that do not necessarily have a planned design. Fabricate one-off pieces to include, but not limited to: brackets, hangers, supports, etc.
4. Lays tile, linoleum, laminates, epoxies and various other kinds of coverings on floors and other surfaces; patches, repairs or replaces work and damaged floors; installs counter tops and covers other surfaces; cuts forms and adheres coverings to various shapes and types of surface; tapes and finishes dry wall.
5. Installs door closures, hinges, door stops, handles, related hardware and performs minor glazing.
6. Performs patching, repair and rust removal work for all types of walls and surfaces to a finished stage. Full and partial removal of existing materials like door frames, cutting and final fitment of replacement parts, then surface preparation to provide smooth finished texture with tasks such as grinding, sanding, body filler and primer for final finishes and applies finishes as required.
7. Draws rough layouts and reads and interprets blueprints and drawings.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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8. Prepare estimates of materials and time needed to complete assigned jobs and orders materials as needed.
9. Erects and disassembles ladders and related equipment.
10. Assembles and disassembles all supports, structure, hangers, mounts (motorized or non-motorized) for audio visual equipment installations including ergonomic workstations. May also rework existing building structure to allow for new or replacement projection screens.
11. Set up and tear down of office spaces. Ability to assemble and disassemble different types of modular office furniture. Includes walls (with or without power and data capabilities), doors, shelves, desks, filing cabinets, etc. Ability to recognize different manufacturers and their unique assembly requirements.
12. Assists in directing work and training of apprentices and other workers.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the principles, methods and techniques used in the carpentry trade.
2. Ability to perform the full range of carpentry tasks independently.
3. Ability to interpret and follow carpentry instructions and specifications such as blueprints, manuals, sketches, and work orders.
4. Ability to operate safely and care for carpentry tools, machines and equipment.
5. Knowledge of materials used in carpentry and ability to determine materials needed for the job and prepare cost estimates.
6. Ability to lift or maneuver up to 100 pounds.
7. Knowledge of the occupational hazards and safety precautions of the trade.
8. Ability to erect ladders and work at heights.
9. Knowledge and working ability of computers for planning, organizing and ordering equipment and materials.
10. Ability to set up and tear down audiovisual equipment.
11. Knowledge of standard cleaning techniques, rust removal techniques, and characteristics of surfaces to be cleaned, and equipment and supplies required.

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**MINIMUM ELIGIBILITY REQUIREMENTS:**

Four years of experience in the trade, including apprenticeship.

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**REVISION EFFECTIVE: January 1, 2020**