

# HIDALGO COUNTY

Job Title:	Carpenter	FLSA Status:	Non-Exempt
Department:	080 (D.A.)	Civil Service Status:	Non-Exempt

## SUMMARY

To perform skilled work in the area of construction, alteration, repair and installation of fixtures, buildings and structures throughout the County of Hidalgo. Maintains county structures and furniture in a safe condition.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and completes construction of cabinets, shelves, and partitions
- Must be able to assemble furniture using instructions, plans, specifications and work orders.
- Selects material and hardware and makes time and material estimates.
- Repairs and replaces doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
- Constructs and repairs outdoor equipment including fences, gates, etc.
- Detects needed repairs on buildings, grounds and equipment by following inspection procedures.
- Replaces, repairs and finishes furniture, cabinets, fixtures, woodwork, etc.
- Receives and completes work orders.
- Maintains accurate records on material and labor used.
- Maintains inventory of county owned tools, equipment and materials.
- Inspects jobs upon completion and ensures areas are clean.
- Paints
- Regular attendance
- Ability to work well with others.
- Performs such other duties as may be assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

## EDUCATION and/or EXPERIENCE

- High School Diploma or GED preferred
- Three (3) years experience as a skilled carpenter/painter is preferred
- Must be able to read and write English

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

**OTHER SKILLS AND ABILITIES**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**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.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl

The employee must occasionally lift and/or move over one-hundred (100) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is occasionally exposed to extreme heat. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM**

Required to follow all department's safety regulations.