



FIELD OPERATIONS

Carpenter

Salary: \$39,934-\$41,547 DOQ

Type: Non-Exempt

Benefits: Full

Closing Date: Open until filled.

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

Under the direction of the General Services Supervisor of Field Operations, the Carpenter will perform construction and maintenance of City property. Performs general carpentry work. Installs and maintains park assets, playground equipment, tables, ect: builds and maintains various structures throughout the City's property; installs and or repairs various components, such as; windows, doors, ceilings, floors, walls and associated tasks. Works within the General Services Division cross-training as necessary.

Preferred Education

High school diploma or equivalent required

Preferred Experience

At least two years of experience performing general construction work.

Requirements/Certifications

Valid driver's license.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury

Classification Description

Classification Title: Carpenter
Department: Field Operations
Date: 05/03/2023

Pay Grade: Grade 4
FLSA Status: NE

Position Profile: Under the direction of the General Services Supervisor of Field Operations, the Carpenter will perform construction and maintenance of City property. Performs general carpentry work. Installs and maintains park assets, playground equipment, tables, ect: builds and maintains various structures throughout the City's property; installs and or repairs various components, such as; windows, doors, ceilings, floors, walls and associated tasks. Works within the General Services Division cross-training as necessary.

Duties and Responsibilities:

Administrative Planning/Task Completion: – Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Works independently with minimal supervision
- Able to communicate effectively with City staff and outside parties to include contractors and vendors
- Ability to carry out detailed written and oral instructions.

Skill Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment

- Maintains buildings and related structures applying apprentice-level carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, air conditioners, mail slots, handicapped chair rails and ramps, shelving, etc.
- Knowledge of all controls and functions of equipment and knowledge of what each piece of equipment is used for.
- Work involves detailed, continuous reviews of materials and work methods to assure each part of the project is completed according to plans and specifications
- Able to operate the work order system to effectively ensure projects are completed to standing within a timely manner

Leadership/Role Model: Acts as a role model and peer leader among his teammates and colleagues

- Excellent organization and interpersonal skills including written and verbal communication skills

- Ability to resolve problems or issues by using judgement that is consistent with standard practices, policies and procedures
- Collaborates with Field Operations staff, as well as other City departments

Stewardship/Resources: Safeguards equipment, supplies and materials

- Responsible for use and maintenance of equipment and supplies in the division
- Manages workflow of self during day to day operations to ensure effectiveness
- Maintains various reports and documents

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Continue to attend relevant meetings and trainings
- Cross-train as necessary to assist other division within Field Operations

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma or G.E.D.
- Valid Maryland Driver's License
- At least two years of experience performing general construction work.

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 40 pounds and/or standing or walking 60% or more of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.