



CARPENTER

(Maintenance and Trade)

Promotional Examination No. 2262

Open-Competitive Examination No. 2263

FINAL FILING DATE: Monday, July 14, 2008 at 5:00 pm

SALARY: \$4407.00 - \$5168.00 monthly (\$2,034.00 - \$2,385.23 bi-weekly)

EXCELLENT BENEFITS for employees and eligible dependents include: PERS - 2.7% @ 55—employer pays employee's 8% share; life insurance and vision plan - City pays 100% premium; medical and dental plans - City contributes generously toward premiums; generous vacation, sick and holiday leave; deferred compensation; educational reimbursement policy; rideshare program.

DEFINITION

Under general supervision, to construct, repair, alter, and finish a wide variety of items such as city buildings, rooms, partitions, platforms, furniture, doors and windows; to lead a small crew or supervise individual maintenance personnel in the performance of building maintenance and repair work; and to perform other related work as required.

EXAMPLES OF DUTIES

Alters, repairs, and/or constructs articles of wood such as cabinets, counters, doors, forms, partitions, and windows; constructs rooms, walls or portions of such fixtures; repairs various wood structures and articles such as doors, windows, cabinets, shelf units, tables, and other furniture. Operates various shop tools and equipment common to carpentry and wood-working activities; leads a small crew of maintenance or other semi-skilled personnel in the construction, alteration, and repair of buildings and wooden articles or structures. Makes cost estimates; reads blue prints; orders materials, supplies, tools, and equipment. Keeps records relating to work activities and projects – including the use of time and materials; prepares basic reports and forms to present required information regarding work projects, materials and equipment used, and the personnel assigned to work on crews or as helpers. May perform various maintenance related work — including cutting glass, patching roofs, cutting keys, changing locks, and replacing door knobs. May assist in coordinating work performed by contractors, the review of their proposals, and the inspection of their work; may be required to operate a vehicle to transport materials and personnel.

MINIMUM QUALIFICATIONS

Education: Basic educational development sufficient to ensure the ability to read and write at the level necessary to perform all of the duties of this position classification.

Experience: Five (5) years of full-time paid experience in the construction, repair and maintenance of buildings and wooden furnishings or two (2) years of work experience as a journey-level carpenter.

Knowledge of: Standard methods, materials, and equipment used in carpentry; proper use of various tools and power operated equipment common to carpentry work; safe work practices for building construction and carpentry work; shop maintenance practices and procedures; work scheduling—including the planning and control of time and materials used in building maintenance and carpentry work projects.

Ability to: Work without direct supervision; work from rough sketches and blue prints; estimate materials and labor required for various building construction, maintenance and repair projects; perform mathematical computations, recordkeeping and report-writing work commonly required in performing and managing carpentry work; lead and supervise personnel assigned to assist in various building construction, maintenance and repair work projects; train personnel to perform basic building construction and carpentry-related work; ability to meet the physical and health status requirements for this classification and work category as outlined in the City's Medical Standards for Applicants and Employees.

License: Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

EXAMINATION

The purpose of this examination is to establish an eligible list which may be used to fill position(s) of Carpenter in the classified service. Candidates will be invited to participate in a technical oral examination. The date, time and location of the examination will be announced in writing (mailed to each candidate) at a later date. An oral appraisal panel will administer this examination. The panelists will evaluate the candidates' knowledge, abilities, qualifications, background and suitability. The oral examination will be weighted 100%. The examination may include writing exercises, oral presentations and oral interviews. Candidates are required to attain an overall score of 70.00 to be placed on the open-competitive eligible list. Candidates who have attained permanent status as City employees are required to attain an overall score of 75.00 to be placed on the promotional eligible list.

The City reserves the right to utilize alternative testing methods if deemed necessary. Failure to qualify in one phase of the examination process disqualifies the applicant from further consideration and participation in the remaining phase(s) of the examination.

Open-competitive applicants who wish to apply for Veteran's credit must submit proof of service and honorable discharge by filing a copy of U.S. Military Form DD/214 **not later than the filing date.**

The City of Compton does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability, in employment or the provisions of services. Applicants with disabilities who require special testing arrangements must give advanced notice to the Human Resources Department **prior** to the final filing date.

Information and Application may be obtained from
CITY OF COMPTON HUMAN RESOURCES DEPARTMENT
205 SOUTH WILLOWBROOK AVENUE, COMPTON CA 90220
(310) 605-5535; www.comptoncity.org; Job Line (310) 605-5627
See the reverse side of this bulletin for other important information - EOE/ADA

Released: July 1, 2008