



TRANSFER/PROMOTIONAL OPPORTUNITY

CARPENTER

Milwaukee Public Library

THE PURPOSE: Under general supervision, the incumbent of this position has immediate responsibility for inspecting, maintaining, repairing, constructing and installing carpentry and millwork, including furniture, cabinetry, casework, and equipment in the Milwaukee Public Library System which includes Central Library and twelve neighborhood libraries.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

ESSENTIAL FUNCTIONS:

95% General Duties

- Performs a full range of journeyed level duties typically associated with this trade in inspecting, maintaining, repairing, constructing, installing and remodeling. Repairs roofs, installs and maintains all types of floors and ceilings. Fabricates installs and repairs formica surfaces, casework, cabinetwork of all types and partitions and walls.
- Sets up and operates electric wood working machines. Selects equipment to suit materials, operating conditions, and finish requirements. Makes working gauges, jacks, jigs, and fixtures to hold materials during machining process, cutting or assembly. Prepares and sharpens blades, cutters, and other tools for machines and related hand tools with some exceptions.
- Joins, fits, assembles and fastens parts, and completes structures and units.
- Aligns, levels, plumbs, squares, and trues forms, frames, members, and structures. Assembles attaches, adjusts, and tries out mechanical appliances and devices. Installs, fits, and checks operation of doors, drawers, sashes, weather stripping, and other articles and items. Alters and modifies details and units as necessary. Installs and maintains drop ceiling tiles. Installs and repairs locks and hardware
- Handles lumber, material, and equipment of varying dimensions and weight with some moderate physical strain working in some difficult positions for short periods.
- Maintains fractional tolerances in constructing, erecting, and fitting members and parts. Obtains level, plumb, square, and true structures and good surface finish for decorative coatings.
- Documents material and labor costs associated with work orders and projects. Estimates, orders, and picks up materials and supplies.
- Maintains working areas in neat, orderly, and safe condition. Cleans, maintains and properly stores equipment, machines, and tools after use.

5% Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

- Current status as a non-probationary City of Milwaukee employee
- Journey level carpenter or equivalent carpentry experience.
- Valid Wisconsin Drivers license throughout employment

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service orientation
- Knowledge, skills and abilities necessary to perform the duties of a carpenter in building construction practices, principles of carpentry, characteristics and working properties of various kinds of lumber and other building materials, use, care and operation of hand, portable and powered equipment, machines, tools, woodworking machines and related equipment.
- Ability to effectively communicate ideas and information both in written and oral form
- Knowledge of and ability to read and interpret blue prints and plans
- Ability to work both independently and as part of a team and to direct the work of others
- Knowledge of and commitment to safe work procedures.

CURRENT PAY RANGE (986) IS \$25.56 hourly (Building Construction Trades Council)

THE SELECTION PROCESS will be job related and may include one or more of the following: training and experience evaluation, oral interview or other evaluation methods. The hiring department reserves the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. The selected candidate will be transferred to the position.

APPLICATION PROCEDURE: An application may be obtained from the Department of Employee Relations web site (www.milwaukee.gov/jobs), in person or via mail from DER (200 E. Wells St. Milwaukee, WI 53202) or by calling 414-286-3751.

All completed application materials are to be returned to and received by Judith Zemke, Personnel Officer, Milwaukee Public Library, 814 W. Wisconsin Ave. Milwaukee, WI 53233 by October 24, 2008.

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10/6/08