

## **MASTER CRAFTSMAN**

DEPARTMENT: Tioga County Public Works Department  
CLASSIFICATION: Competitive  
SALARY GRADE: CSEA - Grade 2  
ADOPTED: Revised 5/98; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for efficient performance of a variety of carpentry tasks requiring a good knowledge of the trade. General instructions are received regarding tasks to be performed, permitting wide leeway for planning the details of each assignment. Supervision may be exercised over the work of other Building Maintenance Mechanics or other laborers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Repairs cabinets, desks, chairs, tables and other office equipment;
- Repairs windows, floors, stair rails and hangs doors;
- Constructs and installs cabinets, book cases, desks, shelves, closets, and bulletin boards;
- Replaces window glass and cords;
- Installs insulation;
- Installs new doors and outfits them with the proper hardware;
- Installs floors including sub-flooring and finish materials;
- Installs complete ceiling materials (suspended ceiling structures, sheetrock, tile, etc.);
- Makes repairs to most types of roofing;
- Sands and refinishes floors, desks, woodwork, chairs and tables;
- Maintains an inventory of lumber and supplies, and orders necessary materials for projects;
- Operates various power wood working machines;
- Maintains a daily record of work performed;
- Participates in snow and ice control activities as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices, tools, terminology and safety precautions of the trade; ability to work from plans, specifications and rough sketches; ability to operate common power wood working equipment and tools; ability to plan and work independently; ability to get along well with others; ability to rig and work from scaffolding; good motor and hand and eye coordination; dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two years of satisfactory full-time paid experience or its part-time equivalent as a carpenter at the journey level.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Motor Vehicle Operator's License.