

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Carpenter

**JOB CODE :** 035203, 030203

**DATE PREPARED :** July 20, 1992

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent performs all phases of carpentry from cabinet-making to heavy construction on the basis of knowledge of system operations and study of building plans or working drawings.

**DIMENSIONS**

The incumbent reports to a Carpenter Foreman, Carpenter General Foreman, or salaried supervisor and has no supervisory responsibility.

**NATURE AND SCOPE**

1. Builds cabinets, shipping boxes, templates, or other related carpentry projects assigned by supervisor;
2. Sets forms; erects walls, beams, girders, columns, stud walls, sheet rock, and drop ceilings; builds steps, platforms, handrails, scaffolding, and any other related building construction;
3. Performs work in accordance with drawings, sketches, specifications, codes, and standards;
4. Assembles instrument shock mounts in compliance with Company standards and specifications;
5. Is capable of setting up power saws for different cuts; maintains ability to use drills, planes, and routers;
6. Has ability to maintain power tools (i.e., changing blades, belts, and cutters);
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, indoors and outdoors; up to one-quarter mile per shift;
2. Occasional sitting while working at ground level or during breaks/lunch;
3. Constant lifting/carrying tools, equipment, and lumber up to 50 pounds; occasionally up to 65 pounds of larger materials such as 2 x 12s;
4. Frequent pushing/pulling using both hands/arms while moving equipment, putting up drywall, etc., exerting up to 35 to 50 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, scaffolding while performing installations or repairs at heights up to 8 to 10 feet;

## Carpenter

6. Constant bending/twisting at waist/knees/neck while performing job duties;
7. Occasional kneeling/crouching while performing duties at or near ground level; occasional working in confined spaces (i.e., attics);
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment; overhead reaching required;
9. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

### **Mental**

1. Constant mental alertness, attention to detail, and accuracy required in performing construction and repairs according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures and determine best method to accomplish desired results;
4. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
5. Must be able to read and understand technical information, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with multiple tasks;
7. Must be able to read/write/speak English and possess good communication skills in order to deal with customers, coworkers, and supervisors in a professional and effective manner.

### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed 30 percent indoors in shop and 70 percent outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

**Tools & Equipment Used:** Hand/power tools including hammers, saws, drills, tapes, etc., and shop equipment; safety equipment including gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Four years of experience as a journeyman carpenter or completion of a recognized apprenticeship program required.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. Must be fitted/qualify for respirator.