



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

WOODWORKERS, ALL OTHER

Class Title	Class Code	Pay Band	Alt Pay Band*
Woodworkers, All Other-B	V7099B	45	
Woodworkers, All Other-O	V7099O	50	
Woodworkers, All Other-A	V7099A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

All woodworkers not listed separately.

Nature of Work

Woodworking trade is highly technical and relies on advanced equipment and highly-skilled operators. Workers use automated machinery, such as computerized numerical control (CNC) machines to do much of the work. Even specialized artisans generally use a variety of power tools in their work. Much of the work is often done in a high production assembly line facility, but there is also some work that is customized and does not lend itself to assembly line fabrication. Woodworkers set up, operate and tend all types of machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood-nailing machines. Operators set up the equipment, cut and shape wooden parts, and verify dimensions using a template, caliper, or rule. After wood parts are made, woodworkers add fasteners and adhesives and connect the pieces to form a complete unit. Products are then sanded, stained, and, if necessary, coated with a sealer, such as a lacquer or varnish. Woodworkers are employed in every part of the secondary wood products industry from sawmill to finished product and their activities vary greatly.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform routine duties.
- Employees may participate in the design of an exhibit.
- Employees maintain exhibits, to include but not limited to, cleaning, changing light fixtures, and making necessary repairs.

Recommended Education and Experience for Full Performance

High School diploma or GED or related technical/vocational degree or certificate in woodworking and one (1) year of experience in woodworking and/or carpentry.

WOODWORKERS, ALL OTHER

Minimum Qualifications

High School diploma or GED and six (6) months of experience in woodworking and/or carpentry.

Operational

- Employees in this Role are responsible for constructing exhibition environments according to specifications, plans and/or designs.
- Employees ensure compliance with applicable codes and quality standards.

Recommended Education and Experience for Full Performance

High School diploma or GED or related technical/vocational degree or certificate in woodworking and two (2) years of experience in woodworking and/or carpentry.

Minimum Qualifications

High School diploma or GED and one (1) year of experience in woodworking and/or carpentry.

Advanced

- Employees in this Role are responsible for constructing more complex exhibitions in accordance with applicable codes and professional quality standards.
- Employees prepare estimates of labor, materials, and time needed to complete project.
- Employees conduct research and develop a reference bank of information of current technology and fabrication techniques, materials, and supplies.

Recommended Education and Experience for Full Performance

High School diploma or GED or related technical/vocational degree or certificate in woodworking and three (3) years of experience in woodworking and/or carpentry.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in woodworking and/or carpentry.

Knowledge and Skills

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Knowledge

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Administration and Management — Knowledge of business and management principles

WOODWORKERS, ALL OTHER

involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Statutory Requirements: This occupation is subject to regulation under 14.5.1 NMAC, Construction Industries General Provisions - General Provisions, effective 1-1-11.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.