



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CARPENTERS

<b>Class Title</b>	<b>Class Code</b>	<b>Pay Band</b>	<b>Alt Pay Band*</b>
<b>Carpenters-B</b>	<b>T2031B</b>	<b>35</b>	
<b>Carpenters-O</b>	<b>T2031O</b>	<b>40</b>	
<b>Carpenters-A</b>	<b>T2031A</b>	<b>45</b>	

*\*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

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

### Nature of Work

Carpentry workers work from blueprints or instructions from supervisors. First they do the layout measuring, marking, and arranging materials in accordance with local building codes. They cut and shape wood, plastic, fiberglass, or drywall using hand and power tools, such as chisels, planes, saws, drills, and sanders. They then join the materials with nails, screws, staples, or adhesives. In the last step, carpenters do a final check of the accuracy of their work with levels, rules, plumb bobs, framing squares, and surveying equipment, and make any necessary adjustments. Some materials come prefabricated, allowing for easier and faster installation. They might frame walls and partitions, put in doors and windows, build stairs, install cabinets and molding, and complete many other tasks. Carpenters may replace panes of glass, ceiling tiles, doors, as well as repair desks, cabinets, and other furniture.

### 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 simple carpentry work at a state owned or leased building while receiving training by a more experienced carpenter.

### Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year carpentry experience to include wood framing of structures, finish carpentry, metal building erection, concrete finishing and setting, or general building repair and maintenance.

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### Minimum Qualifications

High School Diploma or GED.

### Operational

- Employees in this Role independently perform carpentry work at a state-owned or leased building.
- Employees construct, assemble, and repair wooden structures and perform routine remodeling and/or repairing of structures

### Recommended Education and Experience for Full Performance\*

High School Diploma or GED and one and one half (1.5) years carpentry experience to include wood framing of structures, finish carpentry, metal building erection, concrete finishing and setting, or general building repair and maintenance.

### Minimum Qualifications

High School Diploma or GED and three (3) months carpentry experience to include wood framing of structures, finish carpentry, metal building erection, concrete finishing and setting, and/or general building repair and maintenance.

### Advanced

- Employees in this Role perform the most complex carpentry work at a state-owned or leased building.
- Employees prioritize projects, prepare estimate repair costs and order materials needed for remodeling and/or repairing structures; inspect buildings to determine needed repairs, assure building codes are met; direct and provide assistance and training to less skilled carpenters.

### Recommended Education and Experience for Full Performance

High School Diploma or GED and two (2) years carpentry experience to include wood framing of structures, finish carpentry, metal building erection, concrete finishing and setting, or general building repair and maintenance.

### Minimum Qualifications

High School Diploma or GED and six (6) months carpentry experience to include wood framing of structures, finish carpentry, metal building erection, concrete finishing and setting, and/or general building repair and maintenance.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### 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.

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**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 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](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*