



**Forest Preserve District of DuPage County**  
**JOB DESCRIPTION**

**Job Title: Carpenter**

**Job Code: 922**

**Business Unit: Resource Management & Development  
/Facilities Management**

**FLSA Status: Non-Exempt**

**Manager Title: Facilities Management Supervisor**

**Last Date Reviewed: November 2, 2021**

**Job Purpose**

This position provides a wide range of carpentry skills to maintain District infrastructure components through repairs, replacement, renovations and improvements within the preserves. It constructs new structures and amenities and keeps structures safe, secure, serviceable, and aesthetically kept, to meet the needs of all users.

**Essential Duties and Responsibilities**

- **Maintain, repair and replace commercial and residential building roofs, siding, windows, doors, finishes, and other various components**
- **Repair and improve bridges, decks, fishing docks, piers, shelter, latrines, benches and other structures and amenities**
- **Maintain, build and repair small ancillary structures**
- **Cut and shape building materials for structures or associated components**
- **Estimate, plan, quote materials, mobilize and perform site cleanup associated with work orders, tasks and projects. Implement safety precautions during the progress**
- **Complete preventative maintenance inspections and report issues**
- **Repair and replace doors, windows and associated hardware components.**
- **Review plans, make recommendations and offer input for projects that are inclusive of structural components and construction design. Develop plans and improvement schedules for department projects**
- **Availability during off-duty hours for emergency call outs and/or standby**
- **Perform other duties as required**

**Education and Experience Required**

**Related Experience:** Five (5) years experience at a Master Carpenter skill level, or equivalent combination of training and experience.

**Special training or other license, certification, etc.:** OSHA 10, respirator and other applicable OSHA ongoing training that is required per 1910 and 1926 industries; valid Driver's License.

**Knowledge of:** Rough framing, finish work, roofing, cabinetry, museum recreation displays; codes, tools and equipment, materials and terminology of the carpentry trade; current and historic construction techniques; occupational hazards and necessary safety precautions; computer databases to research materials, supplies, cost, and equipment; other trades.

**Skills In:** Working from blueprints, plans, and specifications; following rough sketches and verbal instructions; operating construction tools including hand, power, and shop tools; estimating time and material needed for completion of projects; coordinating work from project start to finish; establishing and maintaining effective working relationships; performing preventive maintenance inspections and taking corrective actions; math, formulas and geometry in plan reviews; lending working guidance through effective leadership to assigned labor staff.

**Onboarding/Training Requirements:** Criminal Background Check  
 Driver's License Check  
 Drug Screen  
 HBV Series/Hepatitis B (Candidate can refuse)  
 National Sex Offender Registry Check  
 Physical  
 Respirator Evaluation

**Working Environment and Physical Effort Required**

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				<b>X</b>
Walk				<b>X</b>
Sit		<b>X</b>		
Use hands to finger, handle or feel				<b>X</b>
Reach with hands and arms				<b>X</b>
Climb or balance			<b>X</b>	
Stoop, kneel, crouch, or crawl			<b>X</b>	
Talk or hear			<b>X</b>	
Taste or smell		<b>X</b>		

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		100 lbs.		Over 100 lbs.	<b>X</b>
Frequency	Small		10 lbs.		25 lbs.		50 lbs.		Over 50 lbs.	<b>X</b>

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
<b>X</b>	Other (describe)
Describe:	Weather and working conditions can vary and impact the work as well.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
<b>X</b>	Other (describe)
Describe:	Steel toe boots, eye and face protection, hearing protection, fall protection systems, gloves, respirator, hard hat, gloves, proper uniform for the work and tools being utilized, high visibility vests.

**Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.**