

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.*

<b>Date:</b>	4/12/2019	<b>Department:</b>	Bridge & Concrete (4103)
<b>Title/(Status)/Job Code:</b>	Finish Carpenter/Assistant Supervisor (0973)	<b>Reports To:</b>	Bridge & Concrete Supervisor
<b>Pay Grade/Salary Range:</b>	PG-109 \$33,749.88 - \$48,890.01	<b>Closing Date:</b>	Until Filled

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Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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**GENERAL DESCRIPTION:**

A highly skilled position responsible for finish construction, maintenance and repair of wooden and concrete articles, equipment and structures. Position will also function as managerial support staff for the Bridge and Concrete Supervisor.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Performs skilled finish work in carpentry activities.
- Designs and builds all types of items in the carpentry line.
- Repairs wooden and concrete structures such as bridges, buildings, and furniture.
- Assists various departments and agencies with construction and repair of buildings, bridges, culverts, sidewalks, highway restraints and other structures.
- Performs work found in the Carpenter classification.
- Operates all woodworking machinery and equipment, as well as various heavy construction equipment.
- Performs other work in the building trades including concrete work.
- Occasional supervision of employees assigned to specific work stations.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Boards policies and procedures.
- Responds productively to change and performs all other related tasks as required and as directed.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the standard practices, methods, tools and materials of the carpentry trade.
- Knowledge of (Americans with Disabilities Act) ADA Standards.
- Knowledge of the qualities and uses of various woods.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Skill in the use of the tools, materials and equipment common to the carpentry and concrete trades.
- Ability to work from sketches, plans and blueprints.
- Ability to understand and follow oral and written instructions.

**PHYSICAL SKILLS:**

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. The person in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to (4) four hours. Frequently operates motor vehicle or heavy equipment for up to (4) hours; of which (4) hours may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Individual in this position must be able to use both near and far vision. Must be able to walk over uneven or soft surfaces. Continuous exposure to moderately high noise levels.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited high school or possession of an acceptable equivalent diploma. Four years' experience as a carpenter and three years' experience in concrete work. One year of bridge and concrete supervisory experience.

**LICENSE, CERTIFICATIONS, or REGISTRATIONS:**

Must possess and maintain a valid Florida Commercial Driver's License, Class B by end of six (6) month probation.