



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: Carpenter II Department: Public Works

Job Status: Regular Full-Time Temporary Full-Time
 Regular Part-time Temporary Part-Time

Standard Scheduled Hours: 7:00 a.m. – 4:00 p.m. Days to be Worked: M – F

Starting Pay Rate: \$14.81 - \$19.25 /hour Pay Grade 19

Position Description: General nature/purpose of work: The purpose of this position is to help in the maintenance of buildings, sidewalks, curbs, storm drains and other structures for the benefit of the City of Fairhope. A Carpenter II is responsible for performing a variety of skilled carpentry construction and maintenance activities. Work involves performance of carpentry tasks in the construction, alteration, and repair structures and equipment. Work is performed in accordance with accepted procedures for this trade under the general supervision of the Crew Leader for the City of Fairhope Streets and Construction Department.

Primary Responsibilities Include:

Applies roofing and shingles	Builds small frame buildings
Hangs sheetrock	Sets door frames
Repairs furniture	Paints various surfaces
Pulls cables and assists in other duties for parades	Calculates material quantities/lengths for new jobs
Pours and forms concrete for sidewalks, curbs, and other structures	Collaborates with others in the department on completing the job
Assists trash crew by driving a dump truck or other vehicle	Builds scaffolding for the Water Department

Minimum Qualifications Standards: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and 3 years training and experience in carpentry or a carpentry related field.

Special Requirements: Must possess a valid driver’s license from state of Alabama

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

Must possess or be able to obtain a Commercial Driver's License within 6 months of hire

Knowledge, Skills and Abilities: Knowledge of standard practices, methods, processes, materials, machines, and tools of the trade; Skill at carpentry work; Ability to take instruction on the reading and interpreting blue prints; Ability to learn best practices of calculating, measuring, and finishing concrete; Ability to be available for work during storms; Ability to perform basic math skills

Date of Announcement: 7/19/2017

Closing date for Applications: Until filled

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.