

# NOTICE OF VACANCY

**Title:** Carpenter

**Salary:** \$68,562 + benefits, including major medical, dental and vision. Paid time off, including paid holidays, enrollment in the NYS Retirement Plan. \*Public Service Loan Forgiveness available to City of Kingston employees.

**Classification:** Non-competitive – No Civil Service Exam required for this position.

**\*PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position in the City of Kingston. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**Distinguishing Features of the Class:**

This is skilled work involving responsibility for the efficient and workman like performance of a variety of carpentry tasks. General instructions are received from the Superintendent/Deputy Superintendent of DPW regarding tasks to be performed and permitting considerable leeway for planning the details of each assignment. Supervision may be exercised over the work of Skilled Mechanics or laborers.

**Required Knowledge Skills and Abilities:**

Thorough knowledge of occupational hazards and safety precautions of the carpenter's trade, the common practices, tools and terminology; Ability to work from plans and specifications and to follow rough sketches; Ability to operate common woodworking equipment; Ability to rig and work from scaffolds; Ability to lay out work for self and others; Good motor and hand and eye coordination; Thorough knowledge of methods, materials and equipment used in carpentry work; Skilled in making carpentry installations and repairs; Skill in the use of tools and materials used in the carpentry trade; Skill in identifying grades and quality of lumber; Ability to read and understand sketches, drawing, and blueprints; Ability to follow oral instructions pertaining to carpentry assignments; Ability to estimate cost factors of a carpentry assignment; Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

Four (4) years of work experience under a journey level carpenter which provided training equivalent to that given in an apprenticeship program. Apprenticeship training in the carpentry trade, or training gained by the completion of technical course in the carpentry trade school, institute or branch of the Armed Services may be substituted for the above training experience on a year-for-year basis and either:

- A. Graduation from High School or possession of a High School Equivalency Diploma and three (3) years of experience as a journeyman carpenter, fine carpentry or cabinet making; OR
- B. Five (5) years of experience as described in (A); OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENT:** At time of appointment, possession of a valid NYS Class D Driver's License and maintain a clean driving record throughout employment.

**Drug/Alcohol Testing of Applicants:**

DOT Drug Testing Regulation requires testing of any applicant selected for this position prior to employment. The City is required to: (1) Conduct a pre-employment drug test; and (2) Receive from the Medical Review Officer a negative test result on the pre-employment drug test for a person prior to hiring or prior to using that person in a safety-sensitive position for the first time. This requirement also applies when a current employee is transferring from a non-safety sensitive position to a safety-sensitive job for the first time.

**Drug/Alcohol Testing During Employment:**

The City of Kingston strives to be a Drug Free Workplace, and the City seeks to provide a workplace free of controlled substances (illegal drugs and drugs that have medical uses but are highly addictive) and alcohol use by prohibiting the manufacture, sale, distribution, possession without prescription, and/or use of controlled substances and/or alcohol without a prescription in the workplace. To that end, the City has programs and policies relating to Reasonable Suspicion Drug & Alcohol Testing, Random Drug & Alcohol Testing of Drivers of City Vehicles and DOT Drug & Alcohol Testing for CDL Licensed Drivers.

**Applications:**

Applications will be accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401.

***This posting is for filling a position permanently, based on passing a probationary period. Preference may be given to City of Kingston Employees. For more information about Civil Service employment call (845) 334-3921.***

The City of Kingston is an Equal Opportunity/Affirmative Action Employer