



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



JOANNE ROSA
DIRECTOR

Job Opening:
Carpenter

Department: Public Works

Division: Building & Streets

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 245

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday, 7:00 AM – 3:00 PM

Salary: \$45,000-\$48,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified and experienced Carpenter for the Department of Public Works, Division of Building and Streets. Under the direction of the Supervisor, the ideal candidate will perform general carpentry work such as in the construction, repair, and maintenance of all City buildings and offices.

Job Duties:

- Repairs broken and malfunctioning furniture, doors, window cords and sashes, Venetian blinds, screens, locks, glass panes, and other types of equipment.
- Constructs and repairs buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, and tenon.
- Replaces damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.
- Builds bookcases, cabinets, tables, fan brackets, stands, screens, partitions, and other types of equipment.
- Makes various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and form for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.
- Makes emergency carpentry repairs.
- Instructs inmates and/or patients in carpentry work and ensures their safety, custody, and work progress.
- Builds and makes repairs to special truck bodies.
- Makes time and materials estimates.
- Makes reports of personnel, time supplies, and work completed.
- Maintains records.
- Performs other duties as assigned.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Education:

High School Diploma or GED required.

Required Experience:

Three (3) years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings.

Required License:

Appointees must possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Essential Skills:

- Knowledge of methods and problems involved in inspecting, repairing, constructing, and maintaining buildings, furniture, ventilators, window cords, sashes, screens, locks, and other equipment.
- Ability to analyze carpentry work, organize work, and develop work methods.
- Ability to carry out directions and/or work from blueprints or drawings.
- Ability to make carpentry repairs and to do carpentry construction work.
- Ability to make efficient, safe use of standard carpentry tools and equipment including, planers, joiners, and band and crosscut saws, shapers, and other specialized tools and machinery.
- Ability to requisition, store, safeguard, and use carpentry equipment, materials, and supplies.
- Ability to take safety precautions.
- Ability to prepare reports of equipment and materials used, time spent, and work completed.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our Employment Application.

Please note that this role is subject to the residency requirements set forth by the NJ First Act.