

## Worcester County Job Opportunities

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – MAINTENANCE DIVISION

**JOB TITLE:** CARPENTER I-II

**COMPENSATION:** CARPENTER I  
GRADE 11/ STEP 1, \$18.24 HOURLY/\$37,939 ANNUALLY –  
GRADE 11/ STEP 5, \$20.03 HOURLY/\$41,662 ANNUALLY  
\*\*SALARY BASED ON QUALIFICATIONS AND EXPERIENCE\*\*

OR

**COMPENSATION:** CARPENTER II  
GRADE 14/ STEP 1, \$20.91 HOURLY/\$43,493 ANNUALLY –  
GRADE 14/ STEP 5, \$22.98 HOURLY/\$47,798 ANNUALLY  
\*\*SALARY BASED ON QUALIFICATIONS AND EXPERIENCE\*\*

**WORK LOCATION:** WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113 TIMMONS RD. SNOW HILL,  
MD 21863- WITH WORK ACROSS WORCESTER COUNTY BUILDINGS/GROUNDS

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS TUESDAY-FRIDAY, 6AM-4:30PM  
(4, 10-HOUR DAYS)

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Under general supervision, performs semi-skilled and skilled labor work including but not limited to carpentry, painting, installation of interior & exterior finish systems, general building maintenance, minor electrical; use hand and power operated tools; operates and maintains a variety of small gas powered, electrically driven, and/or hydraulically operated equipment/machinery and associated equipment used by the Department of Public Works.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing
- DOT Physical with Medical Examiner's Certificate
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Essential personnel subject to emergency call-back with little or no notice

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Performs carpentry work tasks to construct or repair County buildings and structures
- Installs and finishes gypsum drywall to AWCI standard level 5 finish
- Installs acoustical and gypsum ceiling systems
- Installs wood and metal stud walls
- Installs millwork to include cabinets, counters, hardware, crown moulding etc.
- Assists with all painting to complete repair, renovation, or new work
- Assemble, repair, and relocate furniture as requested
- Install and repair door hardware to include door closers, panic bar exit devices, hinges, kick plates etc.
- Performs and assists in all general building maintenance

- In a limited capacity, and under the supervision of a Master Electrician, Master Plumber, and/or Master HVACR, assists as needed with electrical, plumbing, and HVAC work
- Responds to and updates Work Order Requests provided by Internet Maintenance Management Service
- Operates a variety of hand and power-operated tools such as drills, saws, plus snow removal equipment as needed
- Leads others in performing various tasks when assigned
- Participates in safety-related training and maintains records and logs
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Performs all other duties assigned

### **QUALIFICATIONS AND SKILLS**

- High school diploma or GED plus five (5) years of experience in the maintenance/repair of buildings, machinery, equipment, plumbing, or an equivalent combination of education & experience
- Knowledge of semi-skilled and skilled labor tasks using hand and power-operated tools to perform carpentry, painting, plumbing, electrical, masonry, metal cutting, and maintenance of small equipment
- Valid driver's license and driving record of less than 4 points (MD)
- Ability to perform duties independently and as part of a team
- Ability to complete assigned tasks by established deadlines, with the ability to lead and instruct others
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to perform manual physical labor, including frequent walking, bending, stooping, climbing, lifting, and carrying heavy objects up to 80 lbs., and the operation of vehicles, tools, and equipment

### **CARPENTER II**

- The education and skills listed above plus ten (10) years of experience in the maintenance/repair of buildings, machinery, equipment, plumbing, or an equivalent combination of education & experience

### **SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting, and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Adverse, inclement weather conditions, use of power tools and equipment, and confined space entry (training is provided).

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.