



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's Helper

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: \$41,600 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 Carpenter's helper for the Department of Public Works, Division of Building and Streets. Under the direction of the Carpenter, the ideal candidate will perform general carpentry work such as constructing, installing, and maintaining hardware, wooden structures, and fixtures.

Job Duties:

- May install cylinder or other type locks, doorknobs, latches, sash cords, or weights.
- Installs, repairs, or adjusts window frames, sashes, screens, and doors.
- Installs and repairs trim, stair treads, railings, siding, and floors.
- Erects scaffolding.
- Installs cribbing and simple forms for concrete.
- Makes use of various common joints such as miter, lap, dowel, and butt.
- Works with hammers, saws, common squares, rules, brace and bits, levels, chisels, and hand planes.
- Uses varied types of nails, screws, and fasteners.
- Operates a variety of simple woodworking machines such as power saws, sanders, and electric drills.
- Cleans tools and equipment.
- Maintains records.
- Performs other duties as assigned.

**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.*

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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Required Education:

High School Diploma or GED required.

Required Experience:

One (1) year 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 standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in carpentry.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to take needed safety precautions in performing the work.
- Ability to obtain, store, safeguard, and use equipment, materials, and supplies.
- Ability to maintain records and files.
- 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.