



CITY OF *Sumter*  
SOUTH CAROLINA

**VACANT POSITION**  
Carpenter Helper  
Construction Department

**Job Purpose:** To assist in the construction, installation and repair of structures owned by the City.

- Receives assigned work order, performs required work, and completes paperwork.
- Assists with general construction work such as building cabinets, hanging doors, trimming wood, assembling materials using carpenter tools. Cleans up after projects.
- Finishes or patches wood and paints surfaces of woodworking or wallboard.
- Studies specifications in blueprints, sketches or building plans to determine materials required, and selects and orders them on a limited basis.
- Installs ceiling and insulation, windows, metal items, flooring, and glass as required.
- Performs welding work on a limited bases.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to work with a variety of basic mechanical equipment and/or carpentry tools such as shovels, screwdriver, hammer, paint brush, pliers, wrench, etc. Ability to work with the public.

**Minimum Qualifications:** Vocational or trade school diploma with at least two years in general construction trade; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. driver's license.

Deadline to Apply: **Open until filled**  
Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or  
mail resume with cover letter along with application to:  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.