Carpenter I

Job Code 00007039

General Description
Responsible for performing entry-level carpentry work including repair and maintenance of buildings, facilities, and fixtures.

Examples of Duties
Inspect dorms and classrooms as directed by work order and make repairs if needed.
Install shelving, cabinets, and counter tops; glue Formica on counter tops and sides of cabinets.
Layout and frame office space, storage rooms, and closets; hang sheetrock on walls and ceilings.
Install or replace glass, mirrors, and cut glass.
Build and repair doors.
Build and repair roofs made of metal, fiberglass panels, gravel, or composition.
Build and repair suspended ceiling, install grid work.
Repair desk and chairs and other office furniture.
Build manholes for electrical and computer cables.
Build concrete forms for sidewalks, curbs, and gutters, and dorm patios, grout chipped concrete where needed, pour and finish concrete.
Install, repair, and replace floors made of vinyl or tile.
Repair or install doors and make adjustments for fit and latch.
Install trim, corner and base moldings, paneling, door trims.
Repair or replace broken, loose gutters.
Clean shop and maintain tools and equipment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
safety procedures and equipment; types and usage of different woods; types of glues and solvents; concrete and cement products and procedures.
Skill in:
use of hand and power tools required for job duties.
Ability to:
read instructions, work orders, blueprints, measuring tape; complete work orders and time sheets; perform basic math; discuss variety of maintenance procedures with customers; use power tools, such as skill saws, hammer drills, table saws, planers, radial saws, and grinders; use hand tools such as hammer, tape measure, chisels, hand and hack saws, screw drivers, fasteners, and other tools necessary to perform duties; safely cut and install glass and Plexiglas.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

Revised 09/18/2012