Carpenter II

Job Code 00007040

General Description
Responsible for performing journey-level carpentry work including the repair, maintenance, and service to all academic and dorm buildings at Texas State.

Examples of Duties
Construct cabinets, shelving, and furniture for office buildings, installing and hanging when necessary.
Remodel offices, following out floor plans; frame and erect walls, door jams, and windows.
Repair roofs.
Build and set concrete forms and rebar, and pour and finish concrete.
Lay laminate on table desk and counter tops.
Replace overhead and floor closures.
Replace cutters and blades on machinery.
Drive and operate bucket truck with lift.
Repair and install suspended ceiling with grit and ceiling tile.
Install and replace damaged floor tile.
Install and glaze broken windows with glazing compound.
Inventory tools and supplies.
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