Head Carpenter

Job Code 00007239

General Description
Responsible for performing journey-level carpentry work including the repair, maintenance, and service of University buildings.

Example of Duties
Maintain concrete construction.
Develop preventative maintenance program for buildings.
Perform framing duties.
Build and install cabinets, doors, base boards, and shelves.
Concrete sidewalks and ramps.
Build and install counter tops.
Repair walls and floors.
Complete work orders and material request forms and estimates.
Tear out and replace rock/cylinder block/brick.
Repair glass and windows.
Repair gutters and ridge vents.
Perform roof maintenance and repair.
Perform decking and fence tear out.
Complete work orders and material request forms and estimates.
Hire, assign, and evaluate work of carpenter and student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: building maintenance and repair; of university procedures and standards for repairing and remodeling buildings; of basic math.
Skill in: working as a team member on most tasks of job; in establishing rapport with a variety of clients.
Ability to: understand written job instructions; to complete simple request forms and time slips; to evaluate and perform needed repair; to prioritize workload.

Education and Experience
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 09/20/2012