



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Carpenter I

JOB SUMMARY

Performs skilled carpentry work in the construction, maintenance, and repair of structures and furnishings. Responsibilities involve the performance of skilled tasks in the construction, repair and alteration of existing structures and buildings, and in the construction, installation and repair of equipment and furnishings. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Building Maintenance

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Constructs, installs, and repairs cabinets, shelves, doors, windows, walls, acoustical ceilings, door and window facings, wood and glass paneling, floor covering, roofing, and similar items. Makes alterations to existing structures by installing or removing walls, partitions, and similar construction. Assists in the preparation of stages and booths for special events.

ADDITIONAL DUTIES

Secures necessary supplies and materials from the warehouse as directed by the supervisor. Makes estimates of time and material required for a job. Transports materials and supplies to the work site. Performs other duties as requested.

EDUCATION

Completion of the tenth grade required. High school diploma or equivalent preferred.

EXPERIENCE

Two years journeyman level carpentry experience. Job related vocational training or other education may substitute for required experience on a year-for-year basis.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of and use of the standard practices, methods, tools, equipment, and materials of the trade.

Knowledge of the hazards and safety precautions of the trade.

Ability to use trade related equipment including electric saws, jointer, planer, drill press, and sander.

Ability to use tools such as a hammer, tape measure, saw, chisel, screw driver, and level.

Ability to climb a ladder and work from scaffolding.

Ability to communicate orally and deal with the public.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a various environments. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.