

Sul Ross State University
Position Description

Official Title: Carpenter

Salary Group: 8

Job Code: 6522

Summary

Function: Skilled carpentry work of the journeyman level in the construction, maintenance and repair of structures, equipment and articles of wood.

Scope:

Duties

Essential: General carpentry in the alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, scaffolding forms, wood fixtures, and furniture; builds cabinets of various sizes and designs, builds tables, doors, shelves, bookcases, and related articles from wood; does skilled bench work in the carpentry shop operating rip saws, band saws, and other hand and power tools; hangs doors and windows, lays linoleum and tile floors. Other duties as assigned. Must practice proper safety procedures, use personal protective devices and attend frequent safety and job training sessions. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Work assignments received from Carpenter Supervisor

Given: May supervise and assisting in training other classified employees

Education

Required: High school graduate or equivalent or graduate from a vocational school

Experience

Required: Experience in journeyman level carpentry in the general repair and maintenance of buildings and fixtures or completion of a recognized apprenticeship in the trade. Considerable knowledge of the standard practices, methods, tools, equipment, materials, and safety of the trade. Should know the qualities of various woods.

Preferred: Should have the ability to work from blueprints or sketches and to understand and follow oral and written instructions.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: University wide. Position is Security Sensitive. After hours and weekend on-call availability required.

Other: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 1998