

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Carpenter III  
Code: 15233  
Salary Grade: 59  
FLSA Status: Non-Exempt  
Department/Division: Operations and Maintenance / Facilities  
Reports To: O&M Zone Supervisor

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## *Summary*

- **Function:** To provide master level skills performing carpentry work in a multi trade environment.
- **Scope:** Coordinates work with end user and other carpenters. Responsible for using power and hand tools in the construction, maintenance, and repair of structures, equipment and different materials used on campus. May train and provide limited supervision of lesser skilled employees.

## *Duties*

- **Typical:**
  1. Performs general framing of walls and structures using metal and wood studs.
  2. Read blue prints and take off material for assigned jobs. Implement a working knowledge with codes, ADA access, and ordering material.
  3. Installs and repairs suspended ceilings, gypsum board and doors.
  4. Implements a working knowledge to install and repair locking mechanisms for doors both manual and automatic.
  5. Locates and repairs leaks on all roof surfaces.
  6. Lays sub flooring; covers sub floor with building paper to keep out moisture and lays hardwood, parquet, wood-strip-blocks, brick and ceramic tile, and carpet by nailing floors to sub floor or cementing them to mastic or asphalt base.
  7. Frame and install reinforcing bar, steel, and mix concrete appropriately for each application.
  8. Provides estimates of time and materials required for jobs.
  9. Keeps records of material used.
  10. Assist all trades, departments and zones with special events and assisted when needed.
  11. Performs additional duties as assigned.

- Periodic:

1. Cabinet making and furniture repair for university spaces.

**Note:** The job duties listed are typical examples of the work performed by position in this job classification not all duties assigned to every position are included, nor is expected that all positions will be assigned every duty.

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED. Must be able to read and write English, and perform basic arithmetic.	Associate degree or graduation from a technical or vocational school. Supplemental vocational school training / technical school training including roofing repair work and / or automatic sliding door maintenance expertise.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas Driver's License. Pass a Criminal Background Check (CBC) and motor vehicle check.	N/A
Job responsibilities may require an in-depth analysis to interpret and evaluate obscure/vague information in the development of new solutions for complex technical problems. Must exercises discretion and independent judgment in comparing and recommending numerous solutions. Problems may be a typical within the unit. Analytical ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.	
Activities and decisions are varied in nature, requiring independent action and judgment in solving common and unusual problems. Will create sustainable solutions to resolve the problems. Work with immediate supervisor on resolving complex issues.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Ten years experience, related to the statement of duties and responsibilities.	Over ten years of experience, related to the statement of duties and responsibilities.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Ability to use the tools of the carpentry trade, including the use of power woodworking machinery.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Include exposure to variable Texas weather conditions and/ or physical hazards such as working in elevate and confined spaces; working in attics, sub-floors, machine rooms, on roofs, and other operational areas. Also exposed to various mechanical, electrical, laboratories, and other university spaces. Ability to push, pull, or lift 50 pounds of equipment with or without reasonable accommodations.	Assisting other trades to meet the operational needs of the university.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from the leader or supervisor and other senior personnel. Work is usually performed in accordance with standard trade practices and is inspected for conformity to specifications.	Detailed instruction to helpers and journeyman level trade technicians assisting or performing the specific trade work on teams.

### *Accuracy*

Considerable accuracy in the care, safety, repair, and use of equipment in the carpentry trade.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.