

The University of Texas at San Antonio

Job Description

Job Title: Carpenter II
Code: 15234
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Operations and Maintenance / Facilities
Reports To: O&M Zone Supervisor

Summary

- **Function:** To provide journeyman level skills performing carpentry work in a multi trade environment.
- **Scope:** Coordinates work with end user. Responsible for using power and hand tools in the construction, maintenance, and repair of structures, equipment and different materials used on campus.

Duties

- **Typical:**
 1. Performs general framing of walls and structures using metal and wood studs.
 2. Installs and repairs suspended ceilings, gypsum board, and doors.
 3. Installs door locks on manual doors.
 4. Locates and repairs leaks on all roof surfaces.
 5. 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.
 6. Frame and install reinforcing bar, steel, and mix concrete appropriately for each application.
 7. Assists with estimates of time and materials for required jobs.
 8. Keeps records of material used.
 9. Assist all trades, departments and zones with special events and assisted when needed.
 10. 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

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

Other Requirements

Required	Preferred
Valid Texas Driver's License. Pass a Criminal Background Check (CBC) and motor vehicle check.	N/A
Ability to read blue prints and take off material for assigned jobs.	
Duties require proper examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at a solution or make the appropriate recommendation.	
Activities and decisions are varied in nature, requiring independent action and judgment in solving common problems. Unusual cases or questionable matters are resolved with the job's immediate supervisor.	

Experience

Required	Preferred
Four years experience, related to the statement of duties and responsibilities	Six years of experience, related to the statement of duties and responsibilities.

Equipment

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

Working Conditions

Usual	Special
Include exposure to variable Texas weather conditions and/ or physical hazards such as	Assisting other trades to meet the operational needs of the university.

working in elevated 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.	
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Supervision

Received	Given
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 assisting in the specific trade work.

Accuracy

Considerable accuracy in the care, safety, repair, and use of equipment in the carpentry trade.

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.

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.
