

The University of Texas at San Antonio

Job Description

Job Title: Carpenter I
Code: 15235
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Operations and Maintenance / Facilities
Reports To: O&M Zone Supervisor

Summary

- **Function:** To provide intermediate level skills performing carpentry work in a multi trade environment.
- **Scope:** 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. Assist in the installation and repair of suspended ceilings, gypsum board, and hanging doors.
 3. Assist in the locating and repair of leaks on all roof surfaces.
 4. Requires some analysis of problems and technical issues. Refers to appropriate person for resolution of more complex problems encountered.
 5. Assist with laying sub floors, framing, and using different materials such as concrete steel, wood, brick, tile, and other material used in the carpentry trade.
 6. Keeps records of material used.
 7. Assist all trades, departments and zones with special events and assist when needed.
 8. Performs additional duties as assigned.
- **Periodic:**
 1. Assists with estimates of time and materials for required jobs.

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 and/or one year of experience

Other Requirements

Required	Preferred
Valid Texas Driver's License. Pass a Criminal Background Check (CBC) and motor vehicle check. Requires following written or verbal instructions, procedures or practices.	N/A

Experience

Required	Preferred
One year experience, related to the statement of duties and responsibilities	Two 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 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

Received	Given
General and direct 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.	None

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.