

CARPENTER

GENERAL STATEMENT:

Performs layouts; fabrication and repair of equipment and structures using wood, plastic, and glass; applies and seals (uses putty, bonding materials, glue and fasteners).

REPORTS TO:

Maintenance Supervisor

OCCUPATIONAL GROUP:

Skilled Crafts

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years as a carpenter in construction or other educational facilities.

OTHER:

Knowledge and use of all power and hand tools used in carpentry work.

DUTIES AND RESPONSIBILITIES:

- Perform general rough inside and outside carpentry work.
- Repair and modify production and process equipment.
- Layout work using various carpentry tools.
- Follow blueprints, sketches, or verbal instructions.
- Able to be a trim carpenter and do trim work.
- Make and repair cabinets, bulletin boards, desks, tables, and furniture.
- Make and hang inside and outside doors, windows, and paneling.
- Sort and select lumber by grade and types for best application.
- Maintain locks in good working condition.
- Occasionally work with other trades.
- Other duties as assigned by the maintenance supervisor or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull fifty (50) pounds.
- May be required to work irregular evening or weekends hours and may be called in during the middle of the night.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 02/21/08

JD132