

Sam Houston State University Human Resources

Staff Classification Description – Carpenter

Skill Category: Skilled Craft
Position (Employee) Class: 6N102 (N1)
Grade: 9
Date: 9/2014

Department: Physical Plant/as assigned.

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Technical/vocational training related to job duties would be helpful. Minimum of five years experience as a journeyman level carpenter with ability to start a job from the beginning and follow through to completion. Must have the ability to perform carpentry repair on building interiors, doors, locks, and roofing. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides journey person skills in the performance of carpentry and general knowledge of building construction. Responsible for construction of minor, major, or complex carpentry work which includes extensive repair work, using prints and performing completed construction assignments.

Supervision Given & Received: Works under general direction and may supervise related craftsmen on the job or student workers.

Primary Responsibilities: Performs construction assignments to include working from prints, sketches, or verbal descriptions. Handles assignment from beginning to end. Plans the layouts, cost estimates, and material ordering. Uses various complex carpenter skills needed for each job, including major roofing repair, cement projects such as slabs and walkways, brick and block repair, floor tile work, cabinet and furniture repair, metal stud construction, and hanging drywall and installing suspended ceilings. Performs simple lock repairs. Fills in for foreperson as needed during vacation and sick leave, etc. Performs other related duties as assigned.

Other Specifications: Working knowledge of power tools, e.g. planers, saws, jointers, drills, and other carpentry tools. Also necessary is the ability to work from blueprints and sketches, cement tools, pneumatic nailers and staplers. Requires proficiency in all phases of work performed. Working conditions are considered fair, but involve more than average (25%-50%) exposure to one or more disagreeable elements such as dust, dirt, heat, and limited work spaces. Also work areas may be high, low, inside or outside, with exposure to weather. Serious hazards are present which require extreme care to avoid serious injury.

Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.