

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Carpenter (CARPT)

I. JOB INFORMATION

Job Title: Carpenter (CARPT)

Job Class: 75090 **FLSA Status:** Non-Exempt **Bargaining Unit:** TM

II. JOB SUMMARY

Under general direction performs general interior and exterior carpentry work to University owned or leased buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in constructing walls, remodeling, and hanging and finishing dry wall, installs and repairs all types of structures and performs related tasks involving interior and exterior finish of carpentry work.
- Installs structural components of buildings such as joists, braces, wood and metal studs, posts, columns and trusses. Installs and repairs ceilings, siding, wood and metal doors and windows. Installs and repairs walls and floors. Constructs and sets forms.
- Fabricates, installs and repairs interior components such as shelving, benches, lab tables, cabinets and partitions. Fabricates, refits, and installs doors, locks, and hardware. Installs and repairs interior/exterior paneling, molding, and trim.
- Plans, designs and estimates projects involving interior and exterior carpentry work. Provides project cost estimates to customers and interacts with customers to ensure timely completion of projects with minimal disruption to departmental operations.
- May discuss and plan project scope and timeline for project completion with customers.
- Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.
- Coordinates with other workers as needed to complete carpentry work within the overall scope of multi-trade projects.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, two years of formal training in carpentry-related field and two years of full-time experience as a carpenter; OR a high school diploma or equivalent, and five years of full-time experience as a carpenter is required. Must be familiar with carpentry concepts, practices, and procedures. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required. Carpenter/WSU testing required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.