JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Carpenter Senior

Job Code: 7110

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for constructing, repairing, and maintaining building structures and fixtures made of wood, metal, drywall, and other materials. This role supports the upkeep and improvement of facilities by performing skilled carpentry work in accordance with safety standards, building codes, and project specifications.

- Reads and interprets simple blueprints.
- May establish the specifications of each job based on blueprints, drawings, and diagrams.
- Determines the tools and materials required for each job.
- Measures and marks dimensions before cutting material to ensure a proper fit.
- Constructs, repairs, installs and inspects wooden, architectural, structural elements, furnishings, and new and altered casework on construction projects.
- Estimates costs of materials and labor, creates materials list, and requisitions supplies for each job and discusses with supervisor.
- Constructs drywall partitions and installs wood and metal doors and frames with related hardware.
- Repairs and replaces screens, blinds, shades, acoustical tile ceilings, furniture, fixtures, crates, and lockers.
- Uses power equipment such as drill presses, shapers, planers, jointers, saws, and sanding machines to perform necessary carpentry work.
- Operates and maintains all associated carpentry equipment.
- Assists supervisor with establishing a materials inventory.
- Establishes standards and specifications for new equipment and materials and discusses with supervisor.
- Maintains a clean, neat, and safe work area.
- Records and maintains hours and any materials or supplies used on each job.
- Continues to stay abreast of changing technologies, procedures, and new products by reading appropriate trade journals, safety codes, and operating manuals.
- May clear ice and snow from sidewalks, streets, and parking areas using hand tools and/or heavy equipment.
- Participates in training and educational activities.
- May train others on procedures and operation of equipment.
- Performs various duties as needed to successfully fulfill the function of the position to include assisting any skilled trade.

Minimum Requirements

Education:

- High School diploma or GED

Experience:

- 18 months carpentry experience.

Required Certifications or Licenses:

- Valid Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of principles and theory in the safe operation of all equipment
- Knowledge of raw materials and how the materials can be used
- Knowledge of safety rules and regulations
- Ability to manage own time and prioritize
- Ability to read, understand, and implement complex written procedures, specifications and blueprints
- Ability to estimate costs of material and resources needed to complete the job

Working Conditions

Physical:

Physical:
Frequent and repeated bending, stooping, and kneeling. Working with arms extended above head. Frequent lifting and carrying loads in excess of fifty pounds, up or down stairs. Climbing ladders. Repetitive wrist and arm movement. Frequent stress on the arms and back. Ability to lift and carry 80 -100 lbs.

Environmental:
Regular exposure to irritating noises and safety hazards. Exposure to dust and other airborne particles. Exposure to extreme weather conditions.

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