Construction Craftsperson III (0804)

**Basic Purpose/Job Function:** Performing a variety of duties including plumbing, electrical, carpentry and general maintenance duties; performing semi-skilled work in technical and building trade areas in the maintenance of University buildings.

**Examples of Titles Replaced:** Asbestos Abatement Mechanic II; Carpenter I; Furniture Repairperson I; Locksmith I; Mason I; Mechanical Operations Craftsperson I; Museum Exhibits Assistant I; Museum Exhibits Assistant II; Museum Preparator; Museum Technician; Painter I; Physical Facilities Assistant; Sheet Metal Mechanic II; Supervisor, Laboratory Maintenance; Tuckpointer I

**Typical Functions May Include:**

1. Completing periodic checks of locks and performing minor repairs
2. Keeping all painted surfaces in good condition and repainting as needed
3. Performing minor construction, roofing, and carpentry as requested
4. Performing masonry and cement finishing repairs as requested
5. Performing welding and sheet metal repair as needed
6. Assisting with remodeling of University buildings
7. Winterizing University buildings and repairing weather damage
8. Performing minor and preventative maintenance on equipment as needed
9. Ordering and maintaining all materials and supplies required for the maintenance and repair of University buildings
10. May supervises student or temporary employees in seasonal work
11. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** May have supervisory duties and may be responsible for the training of new personnel.

**Supervision Received:** Receives general supervision from a designated supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 – 36 months
- **Type:** Construction
- **Skills:** Uses tools or equipment in a manner requiring some training or instruction; reads and interprets basic written materials; uses addition, subtraction, multiplication and division; performs record keeping operations requiring logging; ability to communicate orally and in writing as required to exchange information.
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- **Special Requirements**: Exposure to physically demanding tasks; regular exposure to noise and odors; lifting 50 lbs or more on occasion; bending and stooping.
- **Licenses**: Oklahoma Driver’s License
- **Certifications**: Determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.