JOB DESCRIPTION

(Classified Employee)

Job Title: Carpenter  Date: April, 1997
Job Code: 1032

Statement of the Job

Employee performs skilled work involving rough and finished carpentry.

Duties of the Job

*1. Operates hand and power tools associated with the carpentry trade.
*2. Performs interior and exterior carpentry work involved in the construction, remodeling, repair and general maintenance of buildings and facilities.
*3. Requisitions materials and supplies from stockroom and orders from vendors.
*5. Reads blueprints and diagrams.
*6. Cleans, sharpens and performs preventive maintenance on tools and equipment.
7. Supervises student or temporary employees during a minor portion of the employee's work time; assigns and inspects work of regular employees.
8. Builds, erects and/or works on scaffolding.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.
## JOB SPECIFICATION
(Classified Employees)

**Job Title**  Carpenter  
**Job Code No.** 1032

**Wage Grade** 20  
**Total Points** 396

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<th>FACTOR</th>
<th>DEGREE</th>
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| 1. **Knowledge and Skills**  
Specialized knowledge to analyze and solve complex problems. | 5 | 180 |
| 2. **Effort**  
I. Mental and Visual Effort  
Continuous, concentrated mental and visual effort to plan and perform complex work. | 4 | 32 |
| II. Physical Effort  
Heavy physical exertion. | 4 | 40 |
| 3. **Responsibility for Cost Control**  
Damage or waste is possible but considerable attention and care can prevent loss. | 3 | 24 |
| 4. **Responsibility for Others**  
I. Injury to Others  
Sustained high degree of care and awareness required to prevent physical injuries. | 4 | 32 |
| II. Supervisory Responsibility  
Assigns, reviews, and checks work of regular employees during a minor portion of the time; and/or supervises student or temporary employees during a major portion of the time. | 3 | 24 |
| III. Sensitive Information and Records  
Little or no contact with sensitive information. | 1 | 8 |
| 5. **Working Conditions**  
Frequent exposure to circumstances which can cause total disability or death. | 4 | 40 |
| 6. **Responsibility for External and Internal Relations**  
Regular, routine contacts with other departments and occasional external contacts primarily to supply or seek information. | 2 | 16 |