



**University of Texas at El Paso  
Job Description**

**Job Code:** 5234  
**Job Title:** Carpenter III  
**Department:** Facilities Services  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** February 28, 2011

**Summary:** Under minimal supervision and with considerable latitude for the use of initiative and independent judgment, performs senior level work in planning, assigning, inspecting, and coordinating activities of carpenters engaged in construction, installation, and repair of wooden structures and fixtures. May train and supervise others.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Directs workers engaged in performing structural repairs of woodwork, frames, doors, cabinets, and furnishings of buildings.

Inspects completed work for conformance to work order specifications and industry standards.

Plans, lays out, leads and inspects the work of carpenters involved in the construction, alteration, repair and maintenance of buildings and other structures.

Examines blueprints to determine dimensions of structure and lays out floor plans and cabinetwork.

Reviews, assigns, and closes work orders.

Selects and inspects materials and structural units such as lumber, prefabricated doors and cabinets of wood or plastic, and paneling.

Determines sequence of activities concerned with fabrication, assembly, and creation of projects.

Manages shop inventory of supplies, machinery and equipment.

Estimates in-house labor and material cost; reports the estimate to supervisor and Work Control.

Assists with budget preparation related to projects.

Generates plans and sketches necessary for estimating and operation of projects.

Inspects projects upon completion for compliance to the work order.

Recommends measures to improve production methods, equipment performance, quality of product, and working conditions to increase efficiency of shop, department, or work crew.

Manages employee time and material records.

Creates a safe work environment for employees including providing PPE, MDS and Job Hazard Analysis.

Manages shop budget. Manages the shop when the supervisor is not available.

Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



**Supervisory Responsibilities** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** High school or GED

**Minimum Experience required:** Six years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Ability to read and interpret plans. Must be able to effectively communicate in English both orally and in writing. Occasional travel to off-campus UTEP sites.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception. May be required to wear Personal Protective Equipment to include: steel toe or non-slippery shoes, and eye protection.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.