



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

Job Code: 5236
Job Title: Carpenter I
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes.

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:

Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated.

Selects specified type of lumber or other materials; prepares layout; marks cutting and assembly lines on materials; shapes materials to prescribed measurements; assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue; verifies trueness of structure with plumb bob and carpenter's level.

Builds and erects wooden structures such as concrete forms, scaffolds, and temporary or permanent frame shelters; builds and installs ladders, stairs, walkways, and platforms.

Lays sub flooring; covers sub floor with building paper to keep out moisture and lays hardwood, parquet, wood-strip-blocks, brick and ceramic tile, and carpet by nailing floors to sub floor or cementing them to mastic or asphalt base.

Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls.

Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, drywall, ceiling framing grid and tiles, and finish hardware, such as locks, letter drops, and kick plates.

Nails plaster grounds (wood or metal strips) to studding to provide guide for plastering; plasters metal and wood studs.

Performs other routine duties.

Must be available on an "On Call" basis.

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 No supervisory responsibilities.

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 diploma or general education degree (GED).



Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. 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 frequently required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Special Safety Shoes, hardhat, back belt, eye protection, ear protection, respirator mask and dust mask, and leather or rubber gloves.

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; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock, work with explosives, and vibration. The noise level in the work environment is usually loud.