

ISSUED: **3/13, 6/92**

& 3/88

TITLE: <u>Carpenter</u>	SALARY SCHEDULE:	CLASS CODE: <u>SK601</u>
UNION: <u>Detroit Building Trades & Construction Trades Council</u>	SALARY GRADE: _____	EEO CODE: <u>60</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SK</u>

POSITION PURPOSE

Perform a variety of different tasks in order to maintain and modify University facilities and structures utilizing a wide range of techniques and equipment.

ESSENTIAL JOB FUNCTIONS

- Modify and maintain University facilities. Layout, construct, alter or repair wooden sections of buildings and equipment, including partitions, doors, walls, stairs, floors, windows, racks, concrete forms, cabinets, containers and benches; use hand and power tools to perform work; access area needing attention and maneuver tools and equipment to reach a variety of angles and heights; work from blueprints, drawings and/or personal instruction.
- Construct and use a variety of equipment used to reach work areas. Build scaffolds and/or catwalks to allow work at any height on campus; set up and use ladders; break concrete to allow access to underground wires, pipes, lines, etc.; access work areas which may be located at any height or angle with tools and equipment; move furniture, machines and equipment as necessary.
- Perform intricate work with small hand and power tools. Install hardware; repair furniture; fix and replace locks; repair and rebuild machines; troubleshoot broken machines and equipment; lay floor tile; repair damage in University facilities such a ceilings, floors, sub-basements, etc. which may require work in crawl spaces, confined areas and/or on uneven footings; acquire all parts necessary for performing duties.
- Use hand and power tools and woodworking equipment to perform maintenance duties. Transport and work with heavy tools and equipment at job sites; operate stationary machines in workshop; install and remove heavy furniture, equipment, doors, etc.; build supports; patch holes; repair leaks; remove debris from damaged facilities.
- Maintain safe working conditions at all times by using supplies and equipment properly and taking necessary precautions. Work outdoors and in inclement weather conditions; perform duties in areas which may contain toxic fumes or agents using appropriate safety equipment and procedures; complete tasks requiring working in different positions and at different angles; transport tools and equipment to worksites throughout campus including stairwells, ceilings, basements, rooftops, crawl spaces, etc.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- All Carpenters are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Possession of an authorized journeyman's license as a carpenter.
- Ability to read and interpret blueprints.
- Ability to transport, use and maintain heavy tools and equipment, use and maintain the full range of carpentry supplies and equipment, including hand and power tools, woodworking machines, jack hammers, knives, drills, doors, furniture, ladders, power saws. etc.
- Ability to access surfaces at varying heights and angles from below ground level to several stories high.
- Ability to work in a variety of positions.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to work in varying environmental and possibly hazardous working conditions utilizing appropriate safety precautions.
- Some experience working as a maintenance carpenter.
- Must obtain security clearance.

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