

## CARPENTER\*

### **Function of Job:**

Under general supervision of designated supervisor, to perform skilled carpentry work in the maintenance, inspection, repair, fabrication, re-roofing, and alteration of college/university buildings and structures.

### **Characteristic Duties and Responsibilities:**

1. Assemble, construct, install and repair interior and exterior structures and fixtures in or on college/university buildings, including floors, ceilings, walls, roofs, porches, partitions, moldings, window sashes, framework, framing, white/black/bulletin boards, doors and built-in bookcases, desks and counter tops, etc.
2. Cut, shape, assemble, and smooth components using hand and power tools as appropriate.
3. Install dry walls, ceiling/ floor tile, flooring flashing, insulation, shingles, and other material in new construction or altered buildings/structures.
4. Install and repair hardware including hinges, lock units, venetian blinds, latches and door closures.
5. Alter and repair furniture or fixtures such as chairs, desks, cabinets and bookcases.
6. Repair, inspect, and maintain roofs, gutters and porches including winter months maintenance to prevent snow and ice damage.
7. Install interior and exterior trim, walls, and roofing; and moisture-proof/caulk buildings, window casings, walls, concrete, and masonry with appropriate materials..
8. Set-up, adjust and clean portable carpentry equipment.
9. Install, inspect, and maintain steps, ramps, footbridges, tiles.
10. Prepare estimates and materials lists as assigned.
11. Maintain records of work and buildings as required.
12. Report to work under emergency conditions to repair buildings/structures damaged due to adverse weather conditions.
13. Consult with vendors as assigned.
14. Assist with animal and pest control when license is not required
15. Direct work of students/staff as required
16. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and four years of experience in carpentry-related building trades – including two years experience in roofing, if required by department..
2. Knowledge of methods, tools and equipment of the trade.
3. Valid motor vehicle operator's license if required.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of the job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
5. Ability to climb to top of buildings to perform work
5. Must be able to wear and use appropriate personal protective equipment as necessary.

System Approval 4/2/2001

Effective Date 4/2/2001

---

\* Revised - Original approved 3/7/75, 8/10/75, 3/5/79 and 12/11/86. and 4/21/93

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**