



University of Houston-Downtown Job Description

Job Title: Carpenter, Operations
FLSA Category: Non-Exempt
Grade: 20
Job Code: 6018

DUTIES

Job Summary: Performs skilled carpentry and drywall work in construction, general repairs, alteration, and renovation of facilities.

Duties and Responsibilities:

- Constructs and repairs structures and fixtures
- Hangs sheet rock
- Installs ceiling grids, erects walls, installs doors and mounts fixtures
- Repairs of structures and walls within the building, such as in bathrooms, classrooms, and office
- Installs, replaces, and repairs locks and hardware on wood and metal doors
- On call 24 hours a day for general maintenance incidents

Marginal Functions: All other duties as assigned
Occasional driving or operation of University vehicle
Occasional use of the following tools – pressure washer, 60 lb. jack hammer, scissor lift and forklift

REQUIREMENTS

Education: High school diploma or GED
Experience: Minimum of four (4) years of carpentry experience
Licenses/Certification: None required

ESSENTIAL PHYSICAL DEMANDS OF THE JOB – These are the essential demands to perform the job:

Lifting: Ability to lift, carry, push, and pull up to 60 pounds
Climbing/Balancing: Ability to climb stairs and a ladder and maintain balance
Stooping/Bending Over: Frequent
Sitting/Standing/Walking: 10% of time spent sitting, 45% of time standing, 45% of time walking
Reaching: Frequent overhead, as well as horizontal
Hearing: Acute hearing required
Speaking: Frequent/Cultural regional accents acceptable
Vision: Corrected vision to 20/40
Color Vision: Ability to distinguish all colors

Other Considerations: No light duty work

ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB – These demands document the environment of the specific job site:

Inside/Outside: Inside and outside environment

Cold/Heat: General air conditioned environment, but occasional exposure to cold and heat

Wet/Dry: Occasional exposure to wet/dry environment

Noise/Vibrations: Exposed to occasional noise and vibrations

Hazards: Normal physical hazards of office environment.

Fumes/Dust/Odors: Occasional exposure to fumes/dust/odors