

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CARPENTER, SENIOR

Reports To: Designated Supervisor

UW Job Code: 6006

UW Job Family: 62 - Crafts/Trades

SOC Code: 47-2031

FLSA: Non-exempt

Pay Grade: 21

Date: 4-1-14

JOB PURPOSE:

Perform carpentry maintenance and construction work on University structures. Perform additional duties of lead worker, which include assisting with supervision, technical guidance (training) to others, developing quotes, reviewing vendor estimates, scheduling, and prioritizing and assigning work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and interpret construction drawings and specifications to determine equipment and materials required and methods of installation to complete project.
- Select specified types of wood and other materials; determine amount necessary to complete project.
- Prepare project layout using various measuring and marking tools including calipers, rule, framing square, pencil, chalk and marking gauge.
- Cut and shape construction materials using manual and power tools.
- Assemble materials using a variety of fasteners including nails, staples, dowel pins, glue and screws.
- Prepare and protect wood and other material surfaces.
- Perform work in specialized areas such as window installation, finish carpentry, roof and ceiling construction or repair, concrete form construction, demolition of walls, floors and ceilings for remodeling projects.
- Perform additional duties of lead worker, which include technical guidance to others, developing quotes, reviewing vendor estimates, scheduling, and prioritizing and assigning work orders.
- Primary person to fill in for supervisor while he/she is away, and to do inspections in the field.
- Train and mentor new staff.
- Act as team Leader on job-site.

SUPPLEMENTAL FUNCTIONS:

- Erect and maintain scaffolding for carpentry work and other Physical Plant functions and departments.

COMPETENCIES:

- Attention to Detail
- Independence
- Quality Orientation
- Safety Awareness
- Individual Leadership
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of a U.S. Department of Labor approved carpentry apprenticeship program**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Journeyman level status as a Carpenter as defined by the U.S. Department of Labor.**
- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard practices, materials, and tools of the carpentry trade.
- Basic knowledge of all main carpentry areas; framing, finish, window installation, roofing, flooring, ceiling, concrete forms, and demolition.
- Occupational hazards and safety precautions of the trade.
- Training methods and procedures.
- Scheduling and supervisory techniques.

Skills and Abilities to:

- Select appropriate materials based on application and amounts required.
- Read, interpret and work from sketches, blueprints, specifications, and construction drawings.
- Understand and carry out oral and written instructions.
- Care for the tools and equipment of the trade.
- Use the tools and equipment of the trade.
- Communicate clearly and concisely.
- Move objects weighing up to 50 pounds regularly.
- Read, understand and follow safety procedures.
- Work as a team member and foster a cooperative work environment.
- Schedule and manage in the manager's absence.

WORKING CONDITIONS:

Shop and in/outdoor environments; regularly exposed to dust, wood shavings and adverse weather conditions; subject to hazardous machinery including jointers, routers, saws, chisels, planers, and other crafts trade tools.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.