UNIVERSITY OF SOUTHERN CALIFORNIA
Carpenter Entry
Job Code: 180051

Grade: T1
OT Eligible: Yes
Comp Approval: 9/29/2008

JOB SUMMARY:
Performs standard carpentry procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the trade Pay for Knowledge and Skills Program including On-the-Job training and coursework. Performs task requirements as part of the Pay for Knowledge and Skills Program and demonstrates proficiency of required tasks in designated areas as outlined in appropriate Module (A/B or C). Performs all appropriate Module Tasks (see attached Skill Based Progression), independently or as part of a team, as assigned by the Supervisor. May perform tasks in higher-level Modules. Trains journeymen and other employees on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- Constructs, installs, replaces, repairs and maintains buildings, woodwork, structures, cabinets or furniture in the areas of repair/maintenance, cabinet construction or new construction. Determines need to repair or replace equipment. Works from blueprints, specifications and plans.

- Performs demolition work.

- Estimates materials required for specific job components.

- Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.

- Trains other technicians, or other employees on specific skills and tasks, as required.

- Prepares reports and/or maintenance records, as needed.

- Responds to on-call emergencies.

- Reports faulty, lost or stolen tools or equipment in a prompt manner.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Specialized/technical training

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Two years experience as a Journeyman. Completion of four-year craft training program or four years experience as a Carpenter Trainee. Experience performing standard carpentry procedures. General knowledge of carpentry methods, materials, tools and equipment. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.

**Preferred Education:**
- Related undergraduate study

**Skills: Administrative:**
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations

**Skills: Other:**
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Scheduling

**Skills: Machine/Equipment:**
- Calculator
- Personal computer

**Skills: Trade/Auxiliary:**
- Calculate measurements
- Identify technical and equipment problems related to trade
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**

Trains journeymen and other employees on specific skills and tasks as required.

**Comments:**

Valid California Driver's License required. Must own designated hand tools.

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above 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.

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