Performs standard carpentry procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the Carpenter for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the Carpenter Pay for Skills section, independently or as part of a team, as assigned by the supervisor. May perform tasks in higher-level modules. Trains journeymen and other employees specific skills and tasks as required.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Constructs, installs, replaces, repairs and maintains buildings, woodwork,</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>structures, cabinets or furniture in the areas of repair/maintenance, cabinet</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>construction or new construction. Determines need to repair or replace equipment.</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>Works from blueprints, specifications and plans.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs demolition work.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Estimates materials required for specific job components.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Maintains clean job site throughout duration and cleans up job site following work</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>completion. Maintains safe working conditions for self and others. Stores and</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>maintains supplies, tools and equipment.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Trains other journeymen, Zone Maintenance Technicians, or other employees</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>specific skills and tasks, as required.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Prepares reports and/or maintenance records, as needed.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Responds to on-call emergencies.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Reports faulty, lost or stolen tools or equipment in a prompt manner.</td>
</tr>
</tbody>
</table>

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

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

- [ ] No
- [x] Yes

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 Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

   4 Years

Minimum Field of Expertise:

   Four years experience as a trade-related trainee may substitute for completion of a 4 year apprenticeship program. Additional four years minimum experience must be as a journeyman. Experience performing standard carpentry, cabinetry, repair and maintenance procedures, utilizing appropriate materials, tools and equipment in new construction, repair/maintenance or cabinet construction. General knowledge of lumber types and grades. Experience performing standard procedures in one or more related trades, such as electrical, plumbing or masonry. General knowledge of basic mathematics, including geometry. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety and structural integrity.

Preferred Education:

   Related Undergraduate Study

Skills: Administrative:

   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:

   Communication -- written and oral skills
   Knowledge of applicable laws/policies/principles/etc.
   Planning
   Scheduling

Skills: Machine:

   Calculator
   Personal Computer

Skills: Trade/Auxiliary:

   Calculate measurements
   Identify technical and equipment problems related to trade
   Prepare reports and/or maintenance records
   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.

Pay for Skills:
- Install door jambs
- Hang doors
- Install a T-Bar ceiling
- Build and install cabinet tops
- Install new locks
- Troubleshoot door closure/opening
- Build and install a handicapped ramp
- Install continuous hinges
- Trim-out doors and windows
- Erect scaffolding
- Build countertops
- Finish concrete
- Coordinate work with other crafts or areas

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.

The University of Southern California is an Equal Opportunity Employer