UNIVERSITY OF SOUTHERN CALIFORNIA
Carpenter Journeyman- Module C
Job Code: 180063

Grade: T1
OT Eligible: Yes
Comp Approval: 12/1/2004

JOB SUMMARY:
Provides leadership and guidance to journeymen and Zone Maintenance Technicians. 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. Trains journeymen and other employees specific skills and tasks as required.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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Provides leadership and guidance to others who perform similar work. Sets priorities and timelines and monitors the work of others.

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.

Prepares reports and/or maintenance records, as needed.

Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required. Identifies additional training or defines needs for new or continuing training which would benefit staff.

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 Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

5 Years

Minimum Field of Expertise:

Four years experience as a trade-related trainee may substitute for completion of a 4 year apprenticeship program. Additional five 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
Coordinate work of others
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
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Planning
Scheduling
Teaching/Training

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:**
- Leads one or more employees performing similar work
- 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:**
- Cut and build stairs
- Fabricate and install cabinets
- Lay/replace ceramic tile on floors and walls
- Coordinate work with outside contractors, inspectors, and public utilities
- Interview prospective employees
- Train others on-the-job
- Advise and assist other shops/trades
- Develop and distribute on-the-job training materials
- Estimate job cost, time, and material required
- Direct, plan, and schedule the work of others

**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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