POSITION DESCRIPTION
CARPENTER

POSITION SUMMARY: This is a carpenter's position in the Building Maintenance department reporting directly to the Superintendent of Buildings and Grounds for general direction and policy decisions. This position has responsibilities for the daily activities related to the maintenance, repair and alteration of all structures on the UW-Superior campus including the oversight of one full time facilities repair worker assistant. This position also serves as the backup Locksmith and is required to respond to after hours emergency calls.

40%

A. Perform building maintenance repairs, renovations and preventative maintenance to campus buildings

1. Performs semi-annual inspections of all campus building roofs and prepares condition reports for state system use.
2. Makes repairs to roofing, flashing, masonry walls, parapet walls, copings and other building envelope details.
3. Installs and repairs interior walls and partitions consisting of wood or steel studs with gypsum wallboard and/or paneling.
4. Installs and repairs tile floors, wood doors and frames, door hardware, windows and window frames and hardware.
5. Installs and repairs suspended and/or gypsum board ceilings.
6. Measure, cut, install vinyl, wood or fiber siding.
7. Hang items of various heavy weight with selecting appropriate fasteners for the application.
8. Install A/C units including designing support platforms and window interfaces.

20%

B. Performs a variety of design functions for new or altered campus structures.

1. Lays out modifications to existing buildings involving walls, doors, windows, ceilings and flooring.
2. Designs wood cabinetry to fit existing space or to meet the needs of other campus departments.
3. Assists other crafts in building maintenance in the design and layout of lighting, plumbing and other construction necessary to provide a complete and usable facility.
4. Estimates construction costs for a variety of projects and work orders.
5. Makes recommendations to the Director of Facilities Management, Superintendent of Buildings and Grounds, other crafts, and campus departments on materials and construction methods.
6. Reviews drawings prepared by Architect/Engineer firms for campus projects and make recommendations for changes to the design.

10%

C. **Fabricate and install custom and pre-manufactured cabinets and counter tops.**

1. Work with customer in the design and layout of custom cabinets, furniture and counter tops
2. Custom construction and installation of wood cabinets and counters including plastic laminate tops.
3. Assemble and install pre-manufactured cabinets and furniture

10%

D. Coordinate and determine correct specifications for all on-campus signage

1. Layout and engrave plastic and wood signs.
2. Work with vendors to provide custom signage
3. Assist in determining campus signage policy and needed upgrades for proper codes

5%

E. Assist in concrete work

1. Assist in determining grade and layout for concrete work such as slabs and sidewalks
2. Set concrete forms and assist grounds personnel in pouring and finishing concrete.

10%

F. Assist in door, window and lock repairs

1. Assist the locksmith in new door installations and repairs to existing doors
2. Assist in lock and window repairs when necessary
3. Handle all lock related issues during Locksmith's absence including; rekeying locksets, installing levers, locks and deadbolts, installing door hardware and modifying doors to accept locks.

5%

G. Performs other related duties as required.

1. Complete work orders in a timely fashion
2. Construct various objects such as; bulletin boards, picture frames, mailboxes, window sashes, screens, etc.
3. Repair tables, chairs, benches or other furniture.

KNOWLEDGE/SKILLS:

- Types of roof structures and ability to identify material failures.
- Roofing and masonry materials and recommended methods of repair or application.
- Construction standards and applicable State of Wisconsin building codes. Cabinet design and construction methods.
- Operation and care of a variety of power tools such as saws, planers, jointers, routers, etc.
- Knowledge of Job Safety and Occupational Hazards.
- Maintains a positive work atmosphere by behaving and communicating in a cooperative manner with customers, students, co-workers and supervisors.
- Possession of a valid driver's license and the ability to operate state owned vehicles.
- Knowledge of various types of lock and door hardware and ability to make repairs.

PHYSICAL ABILITY:

- Requires possible heavy lifting to OSHA standards of 50 pounds and at times 50 pounds above the shoulders.
- Must be able to bend, stoop, kneel and climb up and down without any impairment.
- Ability to safely climb, work on and operate step and extension ladders, mechanical lifts, and work/scaffold platforms, and to follow all safety regulations associated with them.
- Requires working outdoors exposed to all weather conditions.
- May expose worker to sounds and noise that are distracting and uncomfortable.

- Requires the wearing of special work clothing and common protective or safety attire or equipment as directed by department guidelines and/or supervisor.
- Ability to pass Pre-Employment Job Function Assessment and Background Check.