

University of Houston – Clear Lake

Position Description

Job Title: **Carpenter**

Job Code: **6235**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Two years vocational school in woodworking.
Experience	Three years woodworking experience including furniture fabrication.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Fabricate or repair items made of wood, such as bookcases, cabinetry, shelving, furniture and doors. Subject to appointment to the hurricane ride-out crew. Other duties as assigned.

Duties and responsibilities	% Time
General carpentry work.	30
Fabricate, repair and install furniture.	20
Maintain outside furniture, picnic tables, chairs and benches.	20
Maintain adequate stock of material to carry out carpentry duties. Installation, cutting and beveling of formica.	10
Upkeep of wood paneling.	10
Assist other crafts in their duties.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.