

University of Houston – Clear Lake

Position Description

Job Title: **Carpentry Helper**

Job Code: **7308**

Pay Grade: **030**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sufficient education to read and understand English.	High school diploma or GED.
Experience	One year experience as a construction or maintenance helper in a general construction or maintenance setting.	
License/Certification		

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

POSITION SUMMARY

Assist in renovation and construction projects. P/M multicraft requirements. Participate in major and minor furniture relocations. Other duties as assigned.

Duties and responsibilities	% Time
New construction and repair, studs, drywall, ceiling tile, cove base.	50
Assists with painting and wall finishing.	20
Assist in furniture moves and in office moves of entire suites.	20
Inspect classrooms (ceiling tile, carpet, lighting, walls, projection screens, furniture) and perform repairs on damaged or broken items.	10

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