

University of Houston – Clear Lake

Position Description

Job Title: **Carpentry Tech**

Job Code: **7310**

Pay Grade: **080**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three years experience in general construction or maintenance setting.	
License/Certification		

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

POSITION SUMMARY

Performs general maintenance of the facilities. Performs and or repairs of facilities and accessories, such as doors, floors, hardware, walls, and ceiling.

Duties and responsibilities	% Time
General building maintenance.	40
Assist in new construction projects.	25
Perform float and taping, texturing and painting of walls.	20
Move office furniture. Repair door hardware, hinges, mortise and handles.	15

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