JOB DESCRIPTION

Carpenter

**Definition of Class**
Incumbent performs experienced level carpentry and masonry work in the planning, laying out, constructing, and repairing temporary and permanent buildings, exterior and interior. This is a non-supervisory position that provides technical guidance to subordinate personnel. Reports to the supervisor of the carpenter shop.

**Examples of Work Performed**
Performs experienced level carpentry in the construction, repair and renovation of floors, stairways, partitions, doors, windows, and screens from blueprints, sketches, and verbal instructions.

Installs glass in windows, doors, and partitions, drop ceilings, sheet rock, paneling, and other roughened work as required; replaces damaged ceiling tile, floor tile, and other damaged equipment as assigned.

Operates woodworking equipment and machines to saw, plane, drill, or mortise lumber for doors, cabinets, shelves, molding, and related fixtures; cuts mortises for locks, hinges, and doors.

Estimates amount of required lumber and supplies for project; selects the type of lumber and material necessary.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans and constructs temporary and permanent buildings, additions, partitions, and wood furniture.
2. Installs and repairs windows, doors, partitions, floors, and ceilings.
3. Operates woodworking equipment and machines.
4. Inspects completed work and implements any needed modifications.
5. Provides technical assistance and guidance to subordinate personnel.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 80 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to climb or balance. The incumbent is periodically required to stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; reach with hands and arms; and talk and hear. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Four (4) years of experience related to the above described duties.

Licensure:
Must possess a valid driver’s license.

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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