Definition of Class
This is a supervisory job class in which the incumbent supervises and coordinates, on an experienced level, a variety of carpentry tasks; assists other departments as needed; schedules work assignments for subordinate personnel and completes necessary documentation for same. This position reports to the Coordinator of Maintenance and Construction.

Examples of Work Performed
Supervises skilled woodwork.

Supervises and coordinates construction projects such as grading, setting metal and wood forms for curbs and gutters in street and parking lot construction; supervises projects including setting forms for walks, drives, and patios; pouring and finishing concrete on curbs, gutters, driveways, parking lots, and floor slabs.

Supervises and coordinates all types of repair and construction involving woodwork, metal work, hardware installation and adjustments, door hanging and window repairs; and other items incidental to the maintenance of buildings.

Schedules and issues daily work assignments, and prepares daily time sheets for the carpentry shop.

Requisitions shop supplies, building materials, repair parts and etc.

Prepares job specifications for job quotes and bid files for contract work on campus.

Prepares project estimates.

Inspects completed work and directs any rework or modification.

Provides technical guidance and direction to lower-classified personnel.

Performs related or similar duties as required or assigned.

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. Supervises daily operation of Carpenter Shop.
2. Estimates jobs, requisition of supplies and materials, and keeps daily time sheets.
3. Provides technical assistance, guidance, and direction to subordinate personnel.
4. Schedules, inspects, and coordinates jobs of 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 and color 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 regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; sit; and climb or balance. The incumbent is occasionally required to stoop, kneel, crawl or crouch.

**Experience/Educational Requirements:**

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

  - **Experience:**
    Eight (8) years of experience related to the above duties.

  - **Licensure:**
    Must possess a valid driver’s license.

**Background Check 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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