

SKILLED TRADESMAN - CARPENTER

Job Summary

The Skilled tradesman works under the direct supervision of a Maintenance Supervisor is responsible for carpentry maintenance in all university buildings. This position is governed by state and federal laws and agency/institution policy.

Duties Performed

1. Construct and repair structural woodwork and equipment in an establishment working from blueprints and/or oral instruction.
2. Build, repair, and install counters, cabinets, benches, partitions, floors, doors, building framework and trim.
3. Hang sheet rock.
4. Painting
5. Install glass in windows and doors; hang doors. Replace damaged ceiling tile and floor tile.
6. Perform minor roof repairs such as repairing flashing. Perform masonry repairs and do concrete work.
7. At times, may supervise student/volunteer help
8. Performs other duties as assigned.

Relation to Other Jobs

May be asked to install window shades, venetian blinds, curtain rods, and wall fans. Perform work to assist plumber, electricians, etc. and assists in preparation for graduation and other university functions as directed by supervisor.

Machines & Tools

Power saws, Drills, Carpentry, Hand Tools, Radial Arm Saw, Grinders, Table Saw, Sanders, Jointers

Working Conditions: Indoors and outdoors; hazardous machinery. Some overtime required.

Minimum Requirements

High school diploma with 5-10 years of experience as a journeyman carpenter; must be familiar with the terminology of the trade: plywood grade marks, grades of lumber, etc. and have skills in both cabinetry and structural carpentry.

Physical Requirements

Must be able to climb ladders (not afraid of heights); able to stand for long periods; and occasional lifting up to 75 lbs.

Salary: Grade C115 – State Pay Plan

Application Process: Qualified applicants should an application, resume, and three (3) letters of recommendation to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 North University Drive
Mail Slot #4942
Pine Bluff, AR 71601

Deadline for Applications: Applications accepted until position is filled.

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7/5/16