

Classification Specification: Sr. Carpenter

Classification Number: 52242
Effective Date: 04/14/2014

Pay Grade: 27
Current Exemption Status: Nonexempt

Position Summary

Provides carpentry work for faculty, students and staff. Makes repairs, performs custom woodworking and responds to emergency call backs after hours. Directs the work of contractors performing various repairs on campus. Also provides work direction for other trades staff.

Essential/Primary Duties

- Responds to work orders directed to the Carpenter Shop. Designs, fabricates, repairs and installs various wood products, including cabinets, countertops, shelves and signs. Directs the work of other contractors, including Plumbing, Electrical, HVAC, Paint, Building Maintenance and other Carpenter Shop staff.
- Makes repairs to buildings, including repairs to stairs, doors, frames, windows and roofs.
- Performs other miscellaneous duties, including preparing cost estimates, ordering materials, reading blueprints, monitoring progress of contractor jobs, sharpening tools and maintaining equipment.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Carpenters and other trade(s) staff

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.