

The University of Akron
Classification Specification

Job Title:	Master Carpenter Certified	Job Code:	94004
Job Function:	Staff	Grade:	09
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision from supervisor perform skilled, semi-skilled and unskilled carpentry work. Serve as team leader and train others in proper work methods and procedures.

Essential Functions:

30-40% Perform all essential functions of a Master Carpenter. Perform interior and exterior building maintenance repair of rough and finish carpentry work such as remodeling buildings. Repair and install ceilings, doors, floors, restrooms, partitions and buildings.

20-40% Build, repair and install furniture such as counters, cabinets, benches and partitions. Fabricate and install customized/specialty items such as cabinets and molding as a lead worker.

20-30% Select materials, coordinate activity with other trades, assist with training personnel and clean and remove trash. Maintain shop equipment, shop vehicles and track tool room inventory.

10% Secure unprotected openings (windows, doors) until next work day (call-ins, emergencies). Repair and install glass and Plexiglas fixtures.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

Education:

Requires high school diploma or GED, and successful completion of the University Certified Apprenticeship Training Program or a State Certified Apprenticeship Training Program for Carpentry.

Licenses/Certifications:

Valid Ohio Driver's License and a Journeyman's Certification.

Experience:

Requires a minimum of 4 years experience in the carpentry field. Ability to operate and use standard powered and nonpowered carpentry tools and equipment such as hammers, saws, screwdrivers, drills, chisels, table saws, routers and surface planers required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions required. Must be able to interpret drawings and blueprints required.

Leadership:

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

Physical Requirements:

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution, and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.