Carpenter

**JOB PURPOSE**

Constructs, erects, installs, and repairs structures such as walls, floors, ceilings and roofs using carpenter’s hand tools and power tools.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Studies specifications in blueprints, sketches, or building plans to determine materials required and dimensions of structure to be fabricated.

Builds or repairs doors, framework, floors, ceilings, shingle roofs, or other fixtures in buildings. Installs structures and fixtures such as roofing, walls, frames, ceilings, flooring dead bolts, keyed entry components, panic devices, closures) using carpenter’s hand and power tools.

Performs millwork, cabinetry and finish carpentry by setting up and operating power tools and machinery to size, plane, joint and mold lumber to desired dimensions. Cuts tongues, grooves, bevels, beads or molding patterns. Cuts and installs custom moldings and trim.

Uses hand tools and wood screws, nails, dowel pins, or glue to make framework or props. Fabricates and installs chalkboards, bulletin boards, blinds, and projection screens.

Measures dimensions of area and determines plumb of walls or ceilings using plumb-line and level.

Assembles, fits, and attaches glass to framing; attaches mounting strips and moldings to surface and applies mastic cement, putty, or screws to secure glass into position; applies glazing.

Repairs Venetian blinds and roll shades using basic hand tools. Reinstalls to window if removed. Drives vehicle.

Performs other general building maintenance as needed.

Participates in the training of apprentices and/or other workers as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the Carpentry trade.

Knowledge of applicable building codes, regulations or ordinances.

Ability to work in safe and efficient manner.

Ability to use a computer.
Ability to determine the kind of tools and equipment needed to do a job.

Ability to read and interpret drawings, blueprints and/or schematics.

Ability to operate stationary power equipment (table saw, mortise machine, planer, jointer, sander, lathe, radial arm saw, drill press, band saw, tenon machine) and hand-held electric tools (saws, planes, router, drills, jackhammer, grinder, sanders, etc.); ability to use hand tools. Ability to use glass cutter, putty knife, propane torch, and other small hand tools.

MINIMUM REQUIREMENTS

**Education:** High school diploma or GED.

**Experience:** Certificate in relevant DOL apprenticed trade OR five years verifiable journey level experience.

**Licenses:** Valid driver’s license with ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Equal amounts of time spent indoors and outdoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job 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 specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.