



## University System of Maryland Job Class Specification

**TITLE: CARPENTER**  
**FLSA: NONEXEMPT**  
**EEO6: H60**  
**IPEDS-SOC: T-472031**

**JOB CODE: N10CTU**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: PHP MNT**

**APPROVED BY: Chancellor's Designee:**   
**James Sansbury, Associate VC Financial Affairs/Human Resources**      **EFFECTIVE DATE: 09/01/07**

### **JOB SUMMARY**

Under general supervision, performs rough and trim carpentry work at the journey level. Constructs concrete forms, scaffolds, frames shelters, platforms and general supports according to standardized procedures or oral instructions.

### **PRIMARY DUTIES**

1. Performs rough and trim carpentry activities to construct, install, remodel or repair buildings. Shapes and assembles materials to prescribed measurements. Replaces building hardware system to assure proper operation.
2. Reads and interprets blueprints, sketches, or building plans for information pertaining to type of material required and dimensions of structure to be fabricated.
3. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, weather stripping, and finished hardware such as locks and kick plates.
4. Fabricates stock to match existing decorative molding. May install or repair finish dry wall.
5. Prepares broken window frames and screens. May install or repair window/screen glazing glass.
6. Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and other materials by nailing floors to subfloor or cementing them to mastic or asphalt base.
7. Constructs forms and chutes for pouring concrete. May erect scaffolding and ladders for assembling structures above ground level.

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8. Responds to routine maintenance or construction requests and inquiries. Inspects and evaluates malfunctions and makes necessary repairs.
9. Operates and maintains tools and equipment of the carpentry trade. Cleans work area upon completion of project.
10. Prepares estimates of time, labor, and materials. Prepares reports reflecting daily operations and project status.
11. Provides guidance and instruction in carpentry to other maintenance personnel. May have lead responsibility for special projects.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

EDUCATION:

EXPERIENCE: Four years progressively responsible experience in the carpentry trade.

OTHER:

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Comprehensive knowledge of and skill in the methods and techniques of carpentry and joinery; of the qualities and characteristics of wood and materials worked like wood such as plastics and fiberglass. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulations related to the carpentry trade. Skill in the use and maintenance of the tools and equipment of the carpentry trade; in measuring, cutting, and installing related materials. Ability to read, interpret, and work from blueprints, drawings and specifications; to prepare summaries and reports; to communicate effectively; to work in, on, around, over and under fixed equipment and machinery; to work from ladders and scaffolding; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment. May be required to be trained to work with asbestos.