

## WESTERN MICHIGAN UNIVERSITY

**TITLE:** Carpenter

**GRADE:** ST1

**FUNCTIONS:**

This position provides journey level craft labor, working with tools to fabricate, erect, install, repair, overhaul, replace and perform preventive maintenance of walls, windows, doors, door hardware, locks, partitions, ceiling, window air conditioning and other structural features, as well as cabinets, shelving, modular units, bulletin boards and related fixtures and furnishings. The incumbent erects metal stud partitions; hangs suspended ceilings; hangs sheetrock and other wall coverings; frames windows and doorways; prefits and hangs doors; erects landscape modular partitions; and fabricates and hangs cabinets. As required, the incumbent may erect small wooden structures not exceeding 20' x 24' in dimension, including roofs. The incumbent maintains structures and structural features, tightening nuts, bolts, screws and other fastening devices; replacing nails and staples; resealing wall coverings, shelving units and/or supports, cabinets and other components; and otherwise repairing existing units. This position may remove and/or replace damaged, deteriorated structural features including doors, door frames and window frames; air conditioning cases; wall covering and ceiling tile; interior and exterior trims; and other materials and features.

This position utilizes hand, table, circular and other manual and power saws; celotex knives; carpenter's levels; squares; tapes; hammers; wood and other chisels; hand and power sanders; planes and other tools and devices to cut, shape and fit wood, tile, vinyl, sheetrock and other materials. The incumbent employs manual and power screw drivers, wrenches, ratchets and drills; power joiners; hammers; staple guns; and other carpenter's tools to attach, secure, connect, assemble and/or remove or dismantle components of structures and fixtures. This position uses levers and/or inclined planes to facilitate the lifting of sheetrock, plywood, veneers and other materials. The incumbent erects, installs, repairs, replaces, and maintains structures and structural features from ground/floor level to a height of four feet (4') without the use of scaffolding and above four feet with the use of scaffolding and/or ladders.

The incumbent provides information required to update drawings to accurately reflect current status and, as assigned, may assist in the technical training of an apprentice. This position determines inventory requirements for supplies, construction materials and replacement parts, and notifies supervisory personnel when (re)ordering is necessary. This position operates a motor vehicle to transport tools, supplies and materials to work sites. The incumbent organizes assigned work so as to minimize materials and manhours required for proper completion of work, and instructs others in the operation of and preventive maintenance for all related tools and equipment.

This position maintains the work area, all tools, all equipment, all supplies and any assigned vehicle(s) in a neat, clean and orderly condition and performs all work in accordance with  
ST1 Carpenter  
Revised February 9, 2024

established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times and must wear a hard hat, and safety glasses when using power tools. Other protective gear must be worn when appropriate as required by MIOSHA rules. The incumbent must wear no loose-fitting clothing which might become entangled in equipment or machinery, posing a hazard to incumbent's safety. This position performs additional duties as requested by supervisory personnel.

## **QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations regarding the performance of job duties, and must have sufficient writing and mathematical skills to prepare estimates and supply requisitions. The incumbent must be able to familiarize themselves with electronic communication devices for work orders and other communications. The incumbent must be able to interpret complex blueprints, diagrams, written specifications and operating instructions. Completion of a registered apprenticeship program, or an established, certified training program recognized by the University and/or written verification of a minimum of five (5) years experience at the journeyperson level in the trade is required. Possession of a valid Michigan driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites.

In order to perform the essential functions of the job, the incumbent must be able to raise and place dry wall sheets weighing 50-60 lbs at heights up to 14 feet with mechanical assistance two to three (2-3) times per day, and up to thirty times per day with the assistance of another carpenter. The incumbent must be able to transport and place sheeting weighing up to 30 lbs with or without mechanical assistance up to 50 times per day. The incumbent must be able to transport a tool box weighing 60-70 lbs a distance of 200 yards at least twelve (12) times per day in order to access work sites. The incumbent may be required to lift and roll a solid-core door weighing 100 lbs twice per day without assistance and up to six times per day with the assistance of another carpenter or other tradesperson. The incumbent must be able to rise 60 lb sheets of plywood to a height of 40" with or without assistance in order to place plywood in bench and skill saws for cutting and shaping. The incumbent must be able to raise construction materials and components weighing 20 lbs to a height of four feet (48") at least 100 times per day. The incumbent must be able to apply 15-20 foot pounds of torque to wrenches and screwdrivers to tighten nuts, bolts, screws and other fastening devices. The incumbent must be able to finely control tools. Hanging dropped ceilings requires the incumbent to work above head level up to six (6) hours per day. The incumbent may be required to work on ladders or scaffolding up to four (4) hours per day in order to maintain and repair walls, doors, windows, cabinets and other structural features more than four feet (48") above ground or floor level. The incumbent may be required to work at heights up to 120 feet above the ground for two (2) hours per day using a mechanical lift device in order to repair or maintain exterior structural features.

The incumbent must be able to transport, manipulate and maneuver tools, materials, hardware and equipment. The incumbent must be able to roll doors and hang sheeting. The incumbent must be able to use screwdrivers, wrenches, saws, celotex knives, drills, hammers, planes, sanders and other tools and devices.

In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must possess 20/20 vision with or without corrective lenses and be able to properly place and align sheetrock, dry wall and other wall coverings; doorframes and doors; window frames; metal partitions; modular components; screws, nuts, bolts, and other fastening devices; and other structural components.

The incumbent must be able to tolerate exposure to extreme temperatures ranging from 0<sup>0</sup> F to 130<sup>0</sup> F, depending on seasonal weather conditions and location of interior/exterior work assignments. The incumbent must be able to tolerate noise levels up to 70 decibels when operating power tools and must be able to tolerate exposure to dirt, dust, pollen and other airborne debris. The incumbent must be able to work in proximity with a 480 volt power source up to eight hours per day and must be able to enter and maneuver in restricted spaces to maintain steam tunnel doors and structural features in enclosed areas.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or identify the need for a reasonable job accommodation.