



**University of Houston-Downtown
Job Description**

Job Title: Carpenter
FLSA Category: Non-Exempt
Grade: 20
Job Code: 6016

DUTIES

Job Summary: Maintains and repairs all aspects of heating, ventilation, air conditioning and refrigeration equipment for the University

Duties and Responsibilities:

- o Frame walls
- o Hangs sheet rock
- o Repairs and installs ceiling grids
- o Installs, replaces and repairs door hardware
- o Demos walls
- o On call 24 hours a day for general maintenance incidents

Marginal Functions: All other duties as assigned
Occasional driving or operation of University vehicle

REQUIREMENTS

Education: High school diploma or GED
Experience: Minimum of 1 year
Licenses/Certification: None required

ESSENTIAL PHYSICAL DEMANDS OF THE JOB – These are the essential demands to perform the job:

Lifting: Ability to lift up to 60 pounds
Climbing/Balancing: No climbing/balancing required
Stooping/Bending Over: Occasional
Stooping/Bending Over: Occasional is unavoidable
Sitting/Standing/Walking: 75% of time spent sitting, 15% of time standing, 10% of time walking
Reaching: Occasional overhead, as well as horizontal
Hearing: Acute hearing required
Speaking: Frequent/Cultural regional accents acceptable
Vision: Corrected vision to 20/40
Color Vision: Ability to distinguish all colors

ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB – These demands document the environment of the specific job site:

Inside/Outside: Inside and outside environment

Cold/Heat: General air conditioned environment, but occasional exposure to cold and heat

Wet/Dry: Occasional exposure to wet/dry environment

Noise/Vibrations: Occasional exposure to noise and vibrations

Hazards: Normal physical hazards of office environment.

Fumes/Dust/Odors: Occasional exposure to fumes/dust/odors