



## **Job Specification**

**Job Title: Carpenter II**  
**BCAT Code: 710X AL**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Performs skilled manual work at the journeyman level involving the building, repairing, refinishing, and installation of office furniture and related items.

### **Examples of Duties**

- Builds and repairs desks, tables, chairs, bookcases, etc.
- Builds room partitions and other structures.
- Studies blueprints and building plans to determine materials needed and dimensions of structures.
- Selects building materials.
- Repairs and maintains doors, cabinets, bookcases, floors and other structures.
- Installs doors, windows, tiles, floors, ceilings, etc.
- Performs bench work in the carpentry shop.
- Marks cutting and assembly lines on materials; shapes material to prescribed measurements.
- Assembles, cuts and shapes materials and fastens them together.
- Erects framework for structures and lays sub-flooring.
- Applies decorative material to walls and ceilings.
- Fits and installs prefabricated windows, doors, etc.
- Constructs forms and chutes for pouring concrete.
- Erects scaffolds and ladders to assist with performing duties.
- Serves as a lead worker over a small group of employees; instructs others in the proper use of tools used in the carpentry trade.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of equipment, practices and procedures of the carpentry trade.
- Ability to use hand tools and power tools of the carpentry trade.
- Ability to climb ladders and scaffolds.
- Ability to access confined spaces.
- Ability to interpret blueprints.
- Ability to follow written and oral instructions.

### **Minimum GSU Hiring Standards**

Technical or vocational degree and two years experience; or a high school diploma or GED and four years experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*