



Job Specification

Job Title: Carpenter III
BCAT Code: 710X AN
Pay Grade: G12

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

General Description

Provides lead level carpentry function at GSU. It will supervise and train lower-skill leveled carpenters.

Examples of Duties

- Oversees and assists with building and repairing of desks, tables, chairs, bookcases etc.
- Plans and oversees the installation of doors, windows, tiles, floors, ceilings, etc.
- Oversees and erects framework for structures and lays sub-flooring.
- Oversees the selection of building materials.
- Coordinates the erection of scaffolds and ladders.
- Assists with and supervises the movement of furniture and equipment.
- Prepares sheet rock in renovation or construction projects.
- Performs other carpentry related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge and experience in carpentry methods and techniques.
- Ability to multi-task and pay attention to detail.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Associate's degree and three years of related 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.