

JOB DESCRIPTION:	Carpenter		
DEPARTMENT:	Facilities Maintenance		
REPORT TO:	Manager of Facilities and Maintenance		
EEO CLASSIFICATION:	Craft Workers	FLSA STATUS:	Non-Exempt
CUPA HR	#715000	DATE APPROVED:	03-MAY-2021
CLASSIFICATION:		DATE MODIFIED:	11-JUN-2025

SUMMARY: Performs journey level rough and finish carpentry for the overall maintenance of all University facilities.

DUTIES:

1. Installs, alters and repairs cabinets, counter tops, doors, window sashes and partitions.
2. Lays out and installs metal studs for walls and partitions.
3. Installs and tapes drywall.
4. Replaces and repairs wooden porches, school and office furniture, handrails, ramps and bungalow sidings and other structures.
5. Installs and alters wood, metal fire clad, sliding and garage doors.
6. Modifies doors and systems for compliance with Americans for Disabilities Act.
7. Installs, alters and repairs floors and floor covering.
8. Installs, alters and repairs various types of roofs and related overhead structures. Applies weatherproof sealing to roofs and skylights and access hatches.
9. Lays out, measures, cuts, and installs insulation, including fiberglass for facilities.
10. Places forms for concrete walks, slabs, and ramps. Screed, tamp, and finish concrete with hand and power equipment. Drills, cuts, and saws concrete for removal. Lays out and builds concrete block walls and foundations, porches and planters.
11. Transports and assembles scaffolding to allow work on structures above ground level.
12. Installs, modifies, and repairs suspended ceiling grids and tile. Repairs acoustical ceiling and wall products.
13. Lays out, installs, and repairs playground equipment including concrete and asphalt foundations.
14. Builds, alters, and repairs wood and masonry fences, game court enclosures, sign posts goalposts and flagpoles.
15. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High School Diploma or GED preferred. Five years of experience as a carpenter maintenance work experience in carpentry installation, alteration and repair work, required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge to perform journey-level carpentry to construct, alter or repair all University facilities. Knowledge to prepare sketches and designs of proposed work assignments. Knowledge to understand and work from blueprints. Ability to operate hand and power tools used in carpentry work. Ability to estimate time, materials, supplies and equipment for a project. Ability to follow oral and/or written instructions, policies, and procedures. Ability to direct the work of subordinates assigned to a project. Skill in establishing and maintaining effective working relationships with students, faculty, staff, and outside vendors/suppliers.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes,

smoke, unpleasant odors, and/or loud noises. Moderate physical activity including reaching, stooping, kneeling and/or crouching. Requires occasional heavy lifting, pushing, or pulling required of objects up to 50 pounds. Requires standing and/or walking for more than four (4) hours per day. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. May be required to work additional hours or days depending on circumstances.

4. **Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)