



## Savannah State University Position Description – Carpenter I

### ***POSITION DESCRIPTION***

Position Title: Carpenter I FLSA Status: Nonexempt  
Reports to: Building Supervisor  
Department: Building Maintenance  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position repairs, and may erect and install structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes. At times may assist more experienced carpenters.

### ***NATURE & SCOPE***

Reporting to the Building Supervisor, this position is accountable for providing basic carpentry maintenance throughout the Savannah State campus.

Basic repair work requiring work with wood, plywood, and wallboard would be completed by the incumbent. The incumbent is expected to determine the extent of the repair and determine appropriate action to be taken to successfully complete the maintenance request. The incumbent may at times consult more experienced Carpenters in making the decision.

This position is also involved in preventive maintenance from a carpentry standpoint and is challenged to observe and identify potential problem areas.

### ***PRINCIPAL ACCOUNTABILITIES***

- Assembles, cuts and shapes materials and fastens them together with nails, dowel pins, or glue.
- Cuts and shapes materials to prescribed measurements using saws, chisels, and planes.
- Repairs any area not specifically requiring electrical work.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires four years of high school or GED equivalent.