



JOB INFORMATION

<i>Job Code:</i>	180055
<i>Job Title:</i>	Carpenter Module A
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Trains journeymen and other employees on specific skills and tasks as required.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs standard carpentry procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the Carpenter for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the Carpenter Pay for Skills section, independently or as part of a team, as assigned by the supervisor. May perform tasks in higher-level modules. Trains journeymen and other employees specific skills and tasks as required.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		And
X		Specialized/technical training		
	X	Related undergraduate study		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		2 years	as a journeyman.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience performing standard carpentry, cabinetry, repair and maintenance procedures, utilizing appropriate materials, tools and equipment in new construction, repair/maintenance or cabinet construction.
X		General knowledge of lumber types and grades.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience performing standard procedures in one or more related trades (e.g., electrical, plumbing, masonry).
X		General knowledge of basic mathematics, including geometry.
X		Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety and structural integrity.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License

Pay for Skills

For use with specific Facilities positions only.

Frame walls using metal studs
 Hang dry wall
 Lay vinyl tiles
 Brace/bolt structures (earthquake proof)
 Fabricate and install shelves
 Install door closures
 Patch/repair dry wall
 Install floor stops
 Mount handicapped rails
 Board-up windows and doors
 Mix and pour concrete
 Frame walls with metal studs
 Hang drywall
 Order material from outside suppliers
 Respond to customers verbally or in writing
 Order material from stock

Other Job Factors

- Must own designated hand tools.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Constructs, installs, replaces, repairs and maintains buildings, woodwork, structures, cabinets or furniture in the areas of repair/maintenance, cabinet construction or new construction. Determines need to repair or replace equipment. Works from blueprints, specifications and plans.				
Performs demolition work.				
Estimates materials required for specific job components.				
Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.				
Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required.				
Prepares reports and/or maintenance records, as needed.				
Responds to on-call emergencies.				
Reports faulty, lost or stolen tools or equipment in a prompt manner.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.