Georgia State University

Job Specification

Job Title: Carpenter III

BCAT Code: 091X14      Effective Date: April 1, 2007
Pay Grade: G12       FLSA Status: Non-Exempt      Revision Date: July 1, 2013

General Description
Performs lead level carpentry functions at Georgia State University (GSU) and supervises and trains lower skill-leveled Carpenters.

Examples of Duties
- Oversees and assists in building and repairing desks, tables, chairs, bookcases, etc.
- Plans and oversees the installation of doors, windows, tiles, floors, ceilings, etc.
- Oversees and erects frameworks for structures and lays sub-flooring.
- Oversees the selection of building materials.
- Coordinates the erection of scaffolds and ladders.
- Assists in 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.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task and pay attention to detail.

Minimum GSU Hiring Standards
Associate’s degree and three years of related experience; or a combination of education and related 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.