Georgia State University  

Job Title: Carpenter I

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<thead>
<tr>
<th>BCAT Code: 091X12</th>
<th>Effective Date: April 1, 2007</th>
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<tbody>
<tr>
<td>Pay Grade: G10</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**

Performs skilled manual work, such as building, repairing, refinishing and installing office furniture, woodwork, etc.

**Examples of Duties**

- Builds and repairs desks, tables, chairs, bookcases, etc.
- Builds room partitions and other structures.
- Studies blueprints and building plans to determine the materials needed and dimensions of structures.
- Selects building materials.
- Repairs and maintains doors, cabinets, bookcases, floors and other structures.
- Installs doors, windows, tiles, floors, ceilings, etc.
- Performs bench work in the carpentry shop.
- Marks cutting and assembly lines on materials; shapes material to prescribed measurements.
- Assembles, cuts and shapes materials and fastens them together.
- Erects frameworks for structures and lays sub-flooring.
- Applies decorative material to walls and ceilings.
- Fits and installs prefabricated windows, doors, etc.
- Constructs forms and chutes for pouring concrete.
- Erects scaffolds and ladders to assist in the performance of duties.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of equipment, practices and procedures of the carpentry trade.
- Ability to use hand tools and power tools of the carpentry trade.
- Ability to climb ladders and scaffolds.
- Ability to access confined spaces.
- Ability to interpret blueprints.
- Ability to follow written and oral instruction.

**Minimum GSU Hiring Standards**

Technical or vocational degree and one year of related experience; or high school diploma or GED 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.*