



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/14
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Lead Carpenter

JOB SUMMARY

Performs skilled carpentry work in the construction, maintenance, and repair of structures, doorways and frames, etc. Performs skilled work in the installation, repair and service of locks and panic hardware. Responsibilities include the installing, repairing and opening of locks as well as the making of keys. Additional responsibility includes creation of signs on computerized sign system. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Building Maintenance

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Constructs, installs, and repairs cabinets, shelves, doors, windows, walls, acoustical ceilings, door and window facings, wood and glass paneling, floor covering, roofing, and similar items.
- Installs, repairs, and services locks and panic hardware on the campus.
- Maintains key records in electronic format.
- Manufactures and issues new keys.
- Installs new lock cylinders in defective locks.
- Opens locks when keys are lost.
- Sets up and maintains control of a master key system.
- Operates lathe, drill press, grinder, and hand tools.
- Maintains computer file for key codes.
- Creates signs on computerized sign system and manual vinyl sign system.

ADDITIONAL DUTIES

- Secures necessary supplies and materials from the warehouse as directed by the supervisor.
- On-Call and emergency management protocols are required.
- Makes estimates of time and material required for a job.
- Transports materials and supplies to the work site.
- Furnishes cost estimates on individual jobs.
- Maintains record of materials and time expended on each job.
- Enter data into key software system.
- Trains other personnel as necessary.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Licensed journeyman locksmith and/or five years institutional locksmith experience. Job-related vocational training or other job-related education may substitute on a year-for-year basis for required experience. Must be able to attain license within one year of employment.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of the methods, tools, equipment, techniques, and practices of the locksmith trade.
- Knowledge of the hazards and safety precautions of the trade.
- Ability to read and perform written and mathematical functions.
- Ability to locate and correct defects in locks and panic hardware.
- Ability to use trade related equipment including electric saws, jointer, planer, drill press, and sander.
- Skill in the use and care of tools and equipment of the locksmith trade.

- Ability to use tools such as a hammer, tape measure, saw, chisel, screw driver, and level.
- Ability to use computer to maintain TWU key code system.
- Ability to use Hermes computerized sign system.
- Ability to communicate orally and deal with the public.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Must be able to climb stairs or ladders and scaffolding. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a various environments. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.