AUBURN
Human Resources

Carpenter I
Job Description

JOB INFORMATION

Job Code	NB43A
Job Description Title	Carpenter I
Pay Grade	ST09
Range Minimum	$36,670
33rd %	$41,560
Range Midpoint	$44,010
67th %	$46,450
Range Maximum	$51,340
Exemption Status	Non-Exempt
Approved Date:	10/29/2026 3:59:07 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Carpentry

JOB SUMMARY

Constructs, erects, installs, and repairs structures and fixtures throughout campus ensuring the projects are completed and are in working order.

RESPONSIBILITIES

- Assists in a variety of carpentry tasks and installations including, but not limited to, layout, foundations, form carpentry, framing, drywall, ceilings, flooring, windows, doors and door jams, siding, and roofs in university buildings and structures throughout campus.
- Assist with measuring, layout, cutting, assembly, installation, and repair of common building components, fixtures, and related materials.
- Performs finish carpentry and trim work including replacing damaged baseboards, crown molding, window casings, and cabinetry components.
- Hardware and fixture installation includes mounting whiteboards, handrails, grab bars, and acoustic ceiling tiles in offices or classrooms.
- Performs carpentry work using sound constructability practices to maintain safe, accessible, and code-compliant building features and life-safety components.
- Communicates clearly and effectively with clients, co-workers and facility managers.
- Operates motorized equipment including truck/trailer combinations, dump trucks, man lifts, and other equipment.
- Prepares and paints all manner of surfaces including, but not limited to, masonry walls, sheetrock, external surfaces, and floors. Perform installation or maintenance preparation of surfaces for painting and finishes.
- May be given the responsibility of individual project completion, seeing to its logistics, cleanliness, completion, and some client interactions.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	0 years of	Experience in carpentry practices	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of carpentry methods, materials, tools, and equipment.	
Ability to construct, install, maintain, and repair campus structures and fixtures.	
Ability to operate hand tools, power tools, and related equipment.	
Ability to adhere to all safe work practices and standards.	
Ability to learn and progress in the carpentry field.	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting				X		50-100lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.