

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Carpenter Apprentice	<b>Job Code:</b>	94000
<b>Job Function:</b>	Staff	<b>Grade:</b>	AP4
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision from supervisor perform unskilled, semi-skilled and skilled carpentry work. Individuals selected are expected and must complete the University Apprenticeship Training Program. Entry grade is a 05. At time of program completion, employee will move into a Grade 09 at the certified rate.

**Essential Functions:**

30-40% Assist with and perform interior and exterior building maintenance repair of rough and finish carpentry work such as remodeling buildings. Repair and install ceilings, doors, floors, restrooms, partitions and buildings.

20-40% Assist with repair and installation of automatic door openers for ADA compliance. Assist with repair and installation of glass and Plexiglas fixtures along with other glazing systems. Caulk and seal windows, doors, skylights and framework.

15-60% Assist in building, repair, design and installation of furniture such as counters, cabinets, benches and partitions. Fabricate and install customized/specialty items such as cabinets and moldings.

10% Select materials, coordinate activity with other trades, clean and remove trash and maintain shop equipment and vehicles.

10% Secure unprotected openings (windows, doors) until next work day (call-ins, emergencies).

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications:**

Valid Ohio Driver's License.

**Experience:**

Requires a minimum of 1 year of full-time service with The University of Akron, and a satisfactory or better work and attendance record. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions required. Must be able to interpret drawings and blueprints required.

**Leadership:**

After successful completion of three years in the apprenticeship program, may provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others as assigned by Supervisor.

**Physical Requirements:**

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.