

# NOTICE OF VACANCY

## Position Title: Part-Time Carpenter

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**SALARY:** \$14.90 hourly

**REPORTS TO:** Building and Structure Supervisor

**BENEFITS:** N/A

**POSITION DETAILS:** Part-time; FLSA Non-Exempt

**HOURS:** Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required, including overtime, depending on department needs.

**START DATE:** March 2025 or negotiable

**SUPERVISORY DUTIES:** None

**POSITION SUMMARY:** The University of Science & Arts of Oklahoma seeks a **part-time Carpenter** to perform a variety of skilled carpentry tasks related to the maintenance, repair, and construction of university buildings and facilities. The role requires the ability to work independently, prioritize tasks, and complete assigned projects in a timely manner. The successful candidate will demonstrate proficiency in carpentry techniques, safe work practices, and attention to detail.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform preventative maintenance to ensure the longevity of building structures.
- Reading and interpreting blueprints and specifications to determine work requirements.
- Building, assembling, and installing wooden structural components, doors, windows, and fixtures.
- Performing locksmithing tasks and assisting in the installation of carpet, flooring, and safety equipment.
- Applying decorative finishes, coordinating construction project activities, and inspecting work sites for repairs and improvements.
- Cleaning work sites, removing worn or damaged materials, and ensuring a safe and clean environment.
- Performing cabinetry and trim work.
- Following established safety rules and regulations.
- Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

### SKILLS & ABILITIES:

- Possessing strong carpentry skills and knowledge of hand tools.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to use mathematics to solve problems.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Ability to work additional hours or flexible schedule depending on department needs.
- High school diploma or GED
- Must have a valid Oklahoma Driver's License.
- Knowledge and experience in carpentry and building maintenance.
- Experience reading blueprints and following specifications.
- Ability to work with various building materials.
- Knowledge of hand tools and general construction methods.
- Ability to work independently and within a team environment.

**PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Ability to perform welding on metal components.
- Familiarity with safety standards and regulations in a construction environment.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Ability to perform manual tasks requiring moderate physical strength, lifting from 25 – 50 pounds, climbing, crawling, overhead work, and kneeling for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to work in various physical positions, including standing, sitting, kneeling, and crouching for extended periods.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Visual acuity and ability to read detailed blueprints, measurements, and construction plans.
- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.)
- Frequent use of hand tools and power equipment requiring manual dexterity and precision.
- Ability to work on ladders, scaffolding, or roofs and various heights.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.
- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may vary extremes based on specific tasks.
- Ability to work in various environmental conditions, including exposure to extreme heat, cold, and other weather conditions, as required by the nature of the job.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.