



**UNIVERSITY OF
GEORGIA**

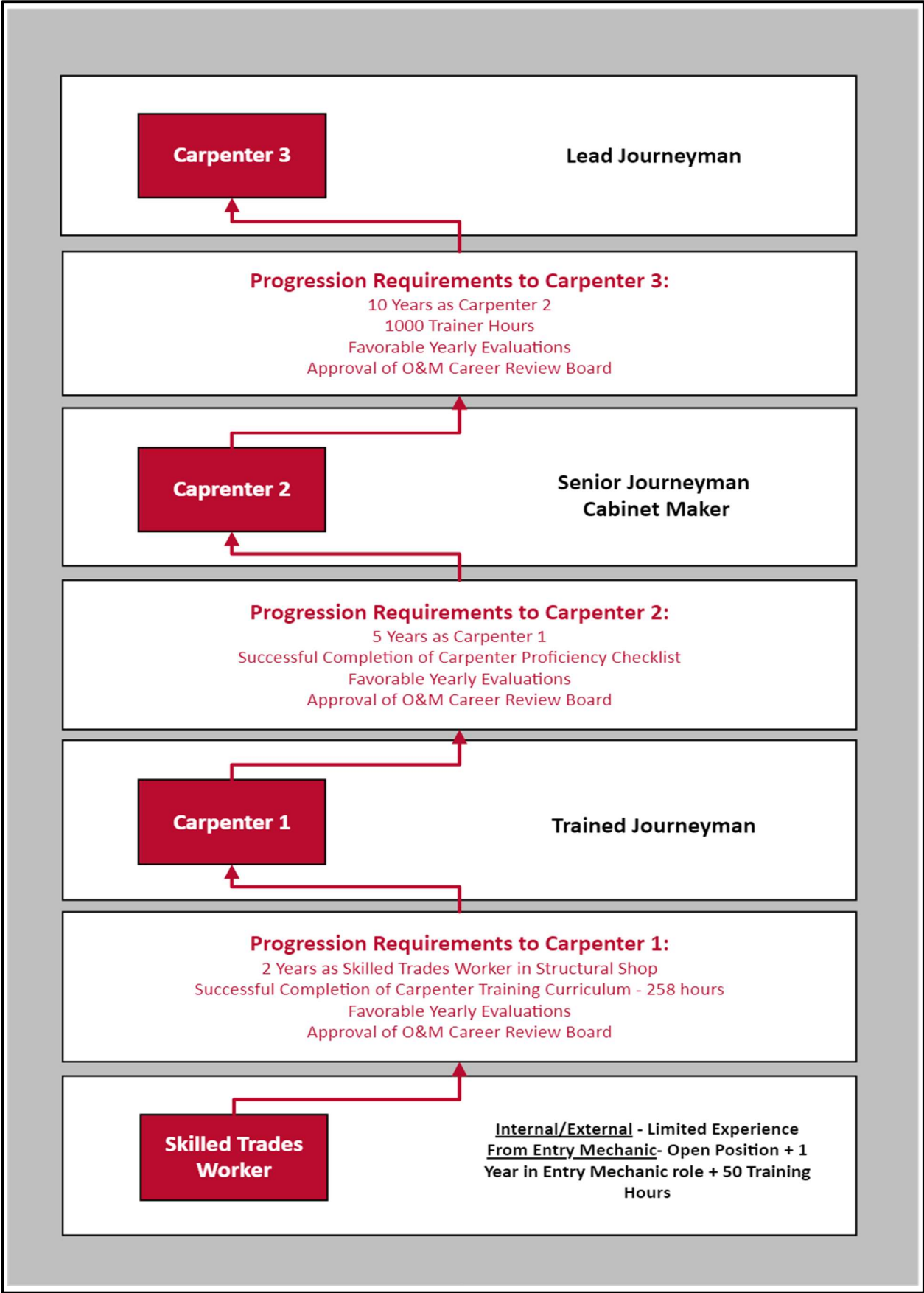
Facilities Management Division
Operations and Maintenance

Career Pathway Advisory Booklet

Carpenter

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**Skilled Trades
Worker**

**Internal/External - Limited
Experience
From Entry Mechanic- Open
Position + 1 Year in previous
position + 50 Training Hours**

**Entry Level Position
Carpenter Trainee
Limited Developing Skillset
Trade Helper**

Physical and Trade Specific Abilities Necessary for Position:

- *Able to lift up to 75 lbs.
- *Stand, stoop, bend, squat, kneel, crawl, and work with hands above head
- *Work in extreme conditions (hot, cold, wet, confined space, from heights)
 - *Work from standard and extended ladders
 - *Mechanical and/or structural aptitude
 - *Documents in writing
 - *Basic Tool Knowledge and Dexterity
- *Basic knowledge of one mechanical or structural trade minimum
- * Will perform Mechanical and/or Structural troubleshooting with guidance
- *Basic maintenance and upkeep, inspection of mechanical assets and/or structural components
 - *Safely build and utilize scaffolding, ladders, elevated platforms
 - *Basic math (algebra, geometry)

Soft Skills Necessary for Position:

- *Seeks and accepts guidance
 - *Respectful
- *Service-oriented attitude
- *Reading for comprehension
 - *Clear communication
 - *Honest
 - *Good stewardship
 - *Consistency
 - *Good attendance
 - *Reliable
 - *Attentive
 - *Tactful
 - *Curious
- *Team-oriented disposition
 - *Courteous
- *Learning policies and procedures

Job Family: Structural Worker

Job Title: Skilled Trades Worker (Structural)

Tasks: This position serves primarily to assist senior tradespersons in efforts to maintain and repair the structural components and features of the University of Georgia’s built environment. The person serving in this position can demonstrate an ability to engage and complete basic repairs and tasks independently, such as minor wall damage repair, minor door adjustments, and other minor carpentry tasks. This position will serve as a crewmember-in-training on larger or complex installation, replacement, and repair projects. This position receives instruction and direct supervision from senior technicians, shop manager, and Operations and Maintenance Leadership.

Knowledge, Skills, Abilities and/or Competencies:

- Trainee level Tradesperson.
- Ability to accomplish small routine maintenance tasks of moderate complexity and nature.
- Limited developing skillset.
- Some experience and basic understanding of using trades tools such as hand tools, power tools, cutting tools.
- Ability to perform basic troubleshooting, repair, and replacement of structural components.
- Ability to frame structures using wood and metal materials.
- Ability to operate electric and battery-powered tools such as circular saws, miter saws, drills, drill presses, reciprocating saws, table saws with direct supervision.
- Ability to transport building materials over long distances and up several levels.
- Competence to safely build and utilize scaffolding with direct supervision.

Physical Demands:

- Lift, move, carry, handle up to 75 lbs.
- Stand, stoop, bend, squat, kneel, and work with hands above head.
- Work in extreme conditions (hot or cold), trenches, confined spaces, attics, crawlspaces, mechanical rooms, etc.
- Work from a standard and extended ladder.

Responsibilities:

- **(35%)** Basic troubleshooting, repair, and replacement of structural components. Frame structures using wood and metal materials.
- **(35%)** Operate electric and battery-powered tools such as circular saws, miter saws, drills, drill presses, reciprocating saws, table saws with direct supervision.
- **(15%)** Transport building materials over long distances and up several levels.
- **(10%)** Perform other related duties incidental to the work described herein.
- **(5%)** Documents in writing performed actions and timekeeping.

Expectations: Consistent behavior indicates:

- a willingness to seek guidance and understanding from peers and management
- respectfulness and honesty

- a personal commitment to be a good steward of University resources
- complete work assignments consistently and maintains an attendance record that portrays reliability and timeliness
- displays an attentive character
- handles conflict fairly and respectfully, demonstrates tact
- accepts constructive feedback
- engages communication in an appropriate or useful manner
- seeks necessary information to fulfill job responsibilities
- contributes to team efforts
- shows interest in continued employment at UGA
- respectful to team, customers, and student population

The candidate is expected to CONTINUALLY learn new trade skills, processes, and techniques through peer guidance, experience, and formal training provided by FMD, as well as, through self-improvement efforts. This person will learn FMD policies, procedures and general workflow, property locations, mechanical and structural features, navigation of campus, FMD personnel, and basic communication skills between personnel and management. The candidate understands that the Facilities Maintenance Industry is constantly evolving as new challenges surface and new technologies develop, therefore, a successful and promotable employee comprehends the necessity for continual learning and improvement, seeking out opportunities for personal development and professional growth.

This candidate's primary benefit for FMD is that they are willing to commit to the University/FMD general employment details, displays the basic Staff Core Competencies and are willing to develop a trade skillset over time.

For internal candidates, 1 year of experience in current position (Entry Mechanic) is required. Positive relational and organizational familiarity is present. This person understands FMD policies, practices and general workflow, the property locations, the challenges of navigating campus, and effectively demonstrates basic communication skills with personnel and acting manager.

For external hires, a minimum of 2 years of trades experience is required. Positive relationships and organizational familiarity are expected to begin development within the probationary period and satisfactorily evident before forward career progression is pursued.

Education: This position requires the attainment of a high school diploma or GED.

Career Progression Requirements: From this position, the next career progression is Structural Worker 1. Progression is contingent on completion of the Journeymen Training Curriculum specific to career trade discipline and approval of the O&M Career review Board. The Review Board analyzes an applicant for promotion based on competency and consistency in current role, general job performance, and a valuing of UGA Staff Core Competencies.

In order to progress, employee will show:

- minimum of 2 years of Facilities (structural) experience
- satisfactory evaluation(s) of general job performance and embrace of UGA Staff Core Competencies by the acting Manager
- favorable skills assessment by the Manager of the Vacant Position
- Growth in general trades skills.

- Adherence to safe and courteous execution of work details.
- satisfactory Work Ethic (KSAO)
- attentiveness and listening to instruction (KSAO)
- seeks out information and guidance (KSAO)
- is cooperative within peer group (KSAO)

Carpentry Training Curriculum

Professional Development

Professionalism & Ethics	4 hours
Departmental Policy and Procedures	4 hours
Trade Math Basic (Fractions, Conversions, Geometry, Algebra, Measurements)	6 hours

Total 14 Hours

Tools and Equipment

Handheld Cutting Tools	2 hours
Planers, Table Saws, Miter Box, Rail Saws	2 hours
Joiners, Band Saws, Routers	2 hours
Scaffolding	2 hours
Ladders and Pole Jacks	2.5 hours
Bench Sanders and Grinders	2.5 hours
Framing Squares, Levelers	2 hours
Surveying	2 hours

Total 17 Hours

Code and Knowledge of Systems

Construction Code	6 hours
Building Materials, Fasteners, and Adhesives	20 hours
Construction Drawings, Specs, and Layout	20 hours
Floor Systems	20 hours
Wall Systems	10 hours
Soffit and Fascia, Boxing, Exterior Trim	5 hours
Ceiling Joist and Roof Framing	20 hours
Building Envelope Systems	10 hours
Basic Stair Layout	10 hours
Finish Carpentry	20 hours
Drywall Installation	20 hours
Acoustical Ceilings	20 hours

Total 181 Hours

Safety

Ladder Safety and Fall Protection	0.5 hours
Aerial Lift Safety	0.5 hours
Lab Safety	2 hours
Scaffolding Safety	1.5 hours
Lifting	0.5 hours
Defensive Driving	1 hours
CPR/CERT/First Aid	1 hours
OSHA 10	10 hours

17 Hours

Computer Competency

AiM Training Level 1	3 hours
MicroSoft or Google Proficiency Certification	4 hours

Total 7 Hours

Total Hours: 236

All Domain Descriptions refer to General Topics of a nature. Specific Training Providers, Courses, Curriculum, or Content must be presented to the O&M Career Board for review and approval.

Hours are approximate and can be tailored to meet an individual's specific gaps in knowledge or experience.

Carpenter 1

Requirements:

- 2 years as Skilled Trades Worker
- + Completion of the Journeyman Carpentry Training Curriculum

Journeyman Level Position Carpentry Generalist Core Skillset Applying Training and Senior Guidances

Physical and Trade Specific Abilities Necessary for Position:

- *Able to lift up to 75 lbs
- *Stand, stoop, bend, squat, kneel, crawl, and work with hands above head
- * Work in extreme conditions (hot, cold, wet, confined space, from heights)
 - *Work from standard and extended ladders
 - *Documents in writing
 - *Intermediate computer literacy
 - *Journeyman Tool Knowledge and dexterity
- *Journeyman troubleshooting and repair within mechanical trade specialization
 - *Basic ability to assist all trades outside of specialization
 - *Works indendently with some guidance
- *Interpret written and verbal instruction, reads blueprints
- *Recognize and avoid hazards and hazardous materials
- *Safely build and utilize scaffolding, ladders, elevated platforms
 - *Intermediate math (algebra, geometry)

Soft Skills Necessary for Position:

- *Strong customer service
- *Professional relationship building
 - *Integrity
- *Ensures sustainable practices
 - *Good time management
 - *Active listener
 - *Tactful
 - *Problem-solver
- *Implementaion of policies and procedures
- *Discerns and weighs options for approach to solve problems
- *Informs leadership with recommendations

Job Family: Structural Worker

Job Title: Carpenter 1

Tasks/ Position Summary: This position requires the applicant to have achieved a Journeyman level Carpentry skillset: able to repair and replace existing components of structural framing, fenestrations, facades, interior finishes, and roof systems with guidance. This position is responsible for troubleshooting noncomplex constructed problems and providing corrective solutions for such problems routinely. This position will serve as a crewmember on larger or complex carpentry installation, replacement, or repair projects. This position receives instruction and direct supervision from senior tradesmen, shop managers, and Operations and Maintenance Leadership.

Knowledge, Skills, Abilities and/or Competencies:

- Journeyman level Tradesperson.
- Ability to troubleshoots noncomplex structural component failures.
- Ability to act independently regarding noncomplex/routine problems with some general guidance.
- Experience using hand tools, power tools, cutting tools, mechanical pneumatic fasteners.
- Experience handling and moving building materials.
- Experience installing items on finished surfaces.
- Has a developed ability to communicate within organization pertinent and accurate information to facilitate multi-personnel repair efforts
- Competence to assess next steps, communicates to manager specific trade needs to resolve
- Competence to perform all construction, remodel, repair, replacement and renovation duties in accordance with departmental standards and applicable code

Physical Demands:

- Lift, move, carry, handle up to 75 lbs.
- Stand, stoop, bend, squat, kneel, and work with hands above head.
- Work in extreme conditions (hot or cold), trenches, confined spaces, attics, crawlspaces, mechanical rooms, etc.
- Work from a standard and extended ladder

Responsibilities:

- **(45%)** Constructs walls by performing lay out in accordance with plans or sketches primarily with metal studs or wood framing, hanging of drywall or other wall finishes and finishing drywall. Install suspended ceilings per plans or sketches. Install ceiling tiles. Install accessories such as mirrors, handicapped bars, soap dispensers, towel cabinets, white boards, signs, etc.
- **(30%)** Install doorframes, doors, door locks, all types of door hardware, panic hardware. Demolish partitions, doors, frames, cabinets ceiling, etc. Move various type of materials around campus and or job site. Maintains an organized work area and keeps job sites clean.
- **(10%)** Assist other trades such as Cabinet Makers, Painters, Electricians and Trades Helper in renovation projects.
- **(10%)** Perform other related duties incidental to the work described herein.
- **(5%)** Documents in writing performed actions and timekeeping.

Expectations: Consistent behavior indicates

- Formation and maintenance of productive relationships while considering multiple perspectives
- Keeps promises and commitments
- Shows efficient use of institutional resources and identifies areas of conservation
- Completes work assignments to best of ability and in a timely manner even under pressure
- Listens for understanding, cognizant of verbal and non-verbal cues, seeks to understand a differing point of view without overreaction
- Tailors communication to serve the needs of the situation
- Contributes to problem-solving
- Familiar with University internal structuring and understands the internal processes of workflow
- Often determines pros and cons to a course of action before making decisions, identifies thoughtful solutions that avoids common error
- Delegates decision making, when necessary, recommends solutions
- Demonstrates diplomacy and tact

The chosen candidate is expected to CONTINUALLY learn new trade skills, processes, and techniques through peer guidance, experience, and formal training provided by FMD, as well as, through self-improvement efforts. This person will learn FMD policies, procedures and general workflow, property locations, mechanical and structural features, navigation of campus, FMD personnel, and basic communication skills between personnel and management. The chosen candidate understands that the Facilities Maintenance Industry is constantly evolving as new challenges surface and new technologies develop, therefore, a successful and promotable employee comprehends the necessity for continual learning and improvement, seeking out opportunities for personal development and professional growth.

For internal candidates, a minimum of 2 years of experience in current position is required, along with successful completion of the Journeyman Carpenter Training Curriculum. Positive relationship building and organizational familiarity are present. This person understands FMD policies, practices, and general workflow, is familiar with most property locations, understands basic facilities layout as pertaining to locating mechanical and structural features, and understands the difficulties of navigating campus.

For external hires, a minimum of 4 years of Carpentry experience is required. Positive relationships and organizational familiarity are expected to begin development within the probationary period and satisfactorily evident before forward career progression is pursued.

Education: This position requires the attainment of a high school diploma or GED within the 6-month probationary period of employment.

Career Progression Requirements: From this position, the next career progression is Carpenter 2 and requires 5 years of consistent positive performance as Carpenter 1. Progression is contingent on completion of the Carpenter Proficiency Checklist and approval of the O&M Career Review Board. The employee will submit an application for promotion to the O&M Career Review Board. The Review Board analyzes an applicant for promotion based on competency and consistency in current role, general job performance, and a valuing of UGA Staff Core Competencies.

In order to progress, employee will show:

- minimum of 5 years of Facilities experience in current role (Carpenter 1)
- satisfactory evaluation(s) of general job performance and embrace of UGA Staff Core Competencies
- completion of Proficiency Checklist
- Growth in trade skills
- Adherence to safe and courteous execution of work details.
- satisfactory Work Ethic (KSAO)
- attentiveness and listening to instruction (KSAO)
- seeks out information and guidance (KSAO)
- is cooperative within peer group (KSAO)

Employee Name: _____ Date: _____

Before beginning these modules, employee must complete orientation, including a demonstrable ability to care for trade tools and equipment. Employee must attend safety briefings, special training, and assigned administrative classes. *By signing off and dating each box, Manager and/or Subject Matter Expert is acknowledging that each proficiency has been witnessed and routinely demonstrated by Employee.*

Module 1: Safety

- 1. Identify, correct, and avoid common causes of construction accidents
- 2. Apply principles of OSHA 10 training
- 3. Consistently demonstrate fall protection, ladder, stair, and scaffold procedures
- 4. Define and utilize hazard recognition and risk assessment techniques
- 5. Identify struck-by hazards and demonstrate safe working procedures
- 6. Identify caught-in-between hazards and demonstrate safe working procedures
- 7. Define and utilize safe work procedures to use around electrical hazards.
- 8. Demonstrate the use and care of personal protective equipment
- 9. Explain the importance of HazCom and SDS. Maintain appropriate record keeping.
- 10. Identify other construction hazards on your job site, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.

Signature & Date:

Module 2: Using and Maintaining Hand Tools

- 1. Demonstrate safe and proficient operation of the following hand tools:
 - a. Hand saws
 - b. Hammers
 - c. Screwdrivers
 - d. Wrenches/Ratchets
 - e. Knives/Cutting Tools
- 2. Visual inspection of hand tools to determine if they are safe to use.
- 3. Demonstrate safe and proficient operation of the following measuring equipment:
 - a. Levels
 - b. Tapes/Rulers
 - c. Framing Square
 - d. Transit
- 4. Utilize measuring devices.

Signature & Date:

Module 3: Using and Maintaining Power Tools

- 1. Demonstrate safe and proficient operation of the following corded power tools:
 - a. Circular Saw
 - b. Reciprocating Saw
 - c. Drills

Signature & Date:

2. Explain the differences of operating battery powered versions of the above corded tools.
3. Demonstrate safe and proficient operation of the following fixed shop equipment:
 - a. Table Saw
 - b. Planer
 - c. Shaper
 - d. Sander
 - e. Radial Arm Saw
 - f. Drill Press

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Module 4: Building Materials

1. Use proper materials-handling techniques. Recognize hazards and follow safety procedures required for material handling.
2. Choose appropriate materials-handling equipment for the task.
3. Properly identify building materials in the following classes:
 - a. Framing Lumber
 - b. Metal Framing
 - c. Sheathing
 - d. Roofing
 - e. Metal Flashing
 - f. Wall Board
 - g. Finish Materials
 - h. Poles
 - i. Beams
 - j. Exterior Siding
4. Properly specify the purchasing unit of measure, and calculate needed job quantities for the following:
 - a. 2x Lumber
 - b. 5/4 Lumber
 - c. Plywood
 - d. Asphalt Roofing
 - e. Drywall
5. Properly identify the following fasteners:
 - a. Nails
 - b. Screws
 - c. Nuts/Bolts
 - d. Anchors
6. Identify the preferred fastener based on various job requirements
7. Identify correct wood species when given multiple choices
8. Correctly specify preferred wood species for various applications

Signature & Date:

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Module 5: Concrete, Reinforcing Materials, and Forms

1. Identify the properties and composition of cement and concrete.
2. Identify types of concrete reinforcement materials.
3. Identify various types of footings and forms.
4. Erect, plumb, and brace a simple concrete form with reinforcement.

Signature & Date:

Module 6: Floor Systems

1. Read and interpret drawings and specifications to determine floor system requirements.
2. Identify floor and sill framing and support members.
3. List and recognize different types of floor joists.
4. List and recognize different types of bridging.
5. List and recognize different types of flooring materials.
6. Match selected fasteners used in floor framing to their correct use.
7. Estimate the amount of material needed to frame a floor assembly.
8. Demonstrate the ability to lay out and construct a floor assembly.
9. Demonstrate the ability to install bridging.
10. Demonstrate the ability to install a subfloor using butt-joint and tongue and groove installation techniques

Signature & Date:

Module 7: Wall and Ceiling Systems

1. Demonstrate proficiency in constructing wood wall systems
 - a. Identify measuring instruments needed
 - b. Lay out basic stud wall
 - c. Specify types and quantities of materials needed
 - d. Identify types and quantities of fasteners needed
 - e. Identify tools needed
 - f. Construct basic stud walls
 - g. Construct stud walls with headers
 - h. Modify basic stud wall for a 3'x7' door frame
 - i. Modify basic stud wall for window
2. Demonstrate proficiency in constructing metal wall systems
 - a. Identify measuring instruments needed
 - b. Lay out basic stud wall
 - c. Specify types and quantities of materials needed
 - d. Identify types and quantities of fasteners needed
 - e. Identify tools needed
 - f. Construct stud walls
 - g. Construct stud walls with headers
 - h. Modify basic stud wall for 3' x 7' door
 - i. Modify basic stud wall for a window
3. Chase Systems

Signature & Date:

- a. Identify required measuring instruments
- b. Layout a required chase system
- c. Identify tool requirements for required chase
- d. Specify material requirements for required chase
- e. Identify preferred fasteners for chase systems
- f. Construct chase systems

4. Demonstrate proficiency in constructing rectangular acoustical ceiling systems.

- a. Identify measuring instruments needed
- b. Lay out grid system
- c. Specify types and quantities of grid materials needed
- d. Identify types and quantities of fasteners needed
- e. Identify tools needed
- f. Construct grid system
- g. Identify light locations
- h. Identify locations for HVAC and other components
- i. Specify quantity of ceiling tile needed
- j. Cut tiles to fit
- k. Install tiles

5. Demonstrate proficiency in construction non-rectangular enclosed room systems.

- a. Identify measuring instruments needed
- b. Lay out grid system
- c. Specify types and quantities of grid materials needed
- d. Identify types and quantities of fasteners needed
- e. Identify tools needed
- f. Construct grid system
- g. Identify light locations
- h. Identify locations for HVAC and other components
- i. Specify quantity of ceiling tile needed
- j. Cut tiles to fit
- k. Install tiles

6. Demonstrate proficiency in constructing hallway systems.

- a. Identify measuring instruments needed
- b. Layout grid system
- c. Specify types and quantities of grid materials needed
- d. Identify types and quantities of fasteners needed
- e. Identify tools needed
- f. Construct grid system
- g. Identify light locations
- h. Identify locations for HVAC and other components
- i. Specify quantity of ceiling tile needed
- j. Cut tiles to fit
- k. Install tiles

7. Demonstrate proficiency in converting existing 2x4 systems to 2x2 systems.

- a. Identify measuring instruments needed

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- b. Specify types and quantities of grid materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Construct grid system
- f. Identify light locations
- g. Identify locations for HVAC and other components
- h. Specify quantity of ceiling tile needed
- i. Cut tiles to fit
- j. Install tiles

8. Demonstrate proficiency in constructing vertical systems.

- a. Identify measuring instruments needed
- b. Specify types and quantities of grid materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Demonstrate proficiency in constructing grid system
- f. Specify quantity of ceiling tile needed
- g. Cut tiles to fit

9. Demonstrate proficiency in modifying existing systems to accommodate new ceiling equipment installations.

- a. Identify measuring instruments needed
- b. Specify types and quantities of grid materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify other items or materials needed for equipment
- e. Identify tools needed
- f. Modify grid system
- g. Specify quantity of ceiling tile needed
- h. Cut tiles to fit
- i. Install tiles

Module 8: Roof Framing

- 1. Identify various roof systems
- 2. Specify material requirements for given roof pitches
- 3. Identify maximum ceiling spans for given systems
- 4. Identify the various types of trusses used in roof framing.
- 5. Demonstrate the usage of a framing square and speed square in layout of roofing system.
- 6. Identify various types of sheathing used in roof construction.
- 7. Identify the parts of a common rafter.
- 8. Identify preferred fasteners for roofing/ceiling systems
- 9. Modify roof/ceiling systems
- 10. Estimate the materials used in framing and sheathing a roof.

Signature & Date:

Module 9: Exterior Finishes

Signature & Date:

- e. nosing
- f. stringer
- g. riser
- h. landing

Module 12: Windows and Doors

1. Demonstrate proficiency in installing an interior wood door into an existing frame.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install hinges and lockset
- f. Install door

Signature & Date:

2. Demonstrate proficiency in installing an exterior metal door into an existing frame.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install hinges and lockset
- f. Install door

3. Demonstrate proficiency in installing an interior wood doorframe into an existing wall.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install frame

4. Demonstrate proficiency in installing an exterior metal doorframe into an existing wall.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install door frame

5. Demonstrate proficiency in installing a door closer system on an existing door.

- a. Identify measuring instruments needed
- b. Identify tools needed
- c. Install door closer
- a. 6. Demonstrate proficiency in adjusting a door closer system.
- b. Identify measuring instruments needed
- c. Identify tools needed
- d. Adjust door closer

6. Demonstrate proficiency in changing the swing on an existing door.

- a. Identify measuring instruments needed
- b. Identify tools needed
- c. Change door swing

7. Demonstrate proficiency in installing new panic hardware on a new door system.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install panic hardware

8. Demonstrate proficiency in replacing panic hardware on an existing door system.

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install panic hardware

9. Identify the basic components of a window system

- a. Sill
- b. Glazing
- c. Sash
- d. Jamb
- e. Header

10. Demonstrate proficiency of cutting glass types

- a. Identify measuring instruments needed
- b. Identify tools needed
- c. Cut glass
- d. Cut mirror glass
- e. Cut Plexiglas
- f. Cut Lexan

11. Demonstrate proficiency of installing a window into an existing frame

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Install window

12. Demonstrate proficiency of replacing a broken pane in an existing window

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Remove broken pane
- f. Cut new glass
- g. Install new pane

13. Demonstrate proficiency of adjusting an existing window to close and seal properly

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Caulk and seal window
- f. Adjust window to close

14. Demonstrate proficiency of installing a new Plexiglas panel into an existing door

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Remove and modify door
- f. Install Plexiglas panel
- g. Trim opening
- h. Reinstall door

15. Demonstrate proficiency of replacing glazing on an existing window

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify tools needed
- d. Remove aged glazing
- e. Install new glazing

Module 13: Trim and Finish

1. Identify the following interior trim mouldings and their applications

- a. Bull-Nose
- b. Crown
- c. Base
- d. Chair Rail
- e. Casing

2. Demonstrate proficiency of repairing damaged exterior boxing

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed
- c. Identify types and quantities of fasteners needed
- d. Identify tools needed
- e. Prepare scaffolding
- f. Remove damaged wood
- g. Prime paint new wood
- h. Install new wood

3. Demonstrate proficiency of installing a window casing onto an existing window

- a. Identify measuring instruments needed
- b. Specify types and quantities of materials needed

- c. Identify types and quantities of fasteners needed
 - d. Identify tools needed
 - e. Cut and install window casing
4. Demonstrate proficiency of installing a door casing onto an existing door
- a. Identify measuring instruments needed
 - b. Specify types and quantities of materials needed
 - c. Identify types and quantities of fasteners needed
 - d. Identify tools needed
 - e. Cut and install door casing
5. Demonstrate proficiency of installing chair railing onto an existing wall
- a. Identify measuring instruments needed
 - b. Specify types and quantities of materials needed
 - c. Identify types and quantities of fasteners needed
 - d. Identify tools needed
 - e. Cut and install chair rail
6. Demonstrate proficiency of repairing existing interior trim moulding
- a. Identify measuring instruments needed
 - b. Specify types and quantities of materials needed
 - c. Identify types and quantities of fasteners needed
 - d. Identify tools needed
 - e. Cut and install trim moulding
7. Demonstrate proficiency of building and installing new wood shelving
- a. Identify measuring instruments needed
 - b. Sketch and layout new shelving
 - c. Identify tools needed
 - d. Specify types and quantities of materials needed
 - e. Identify types and quantities of fasteners needed
 - f. Cut components
 - g. Assemble components
 - h. Specify appropriate finish for shelving
 - i. Install new shelving
8. Demonstrate proficiency of building and installing basic wood cabinet
- a. Identify measuring instruments needed
 - b. Specify types and quantities of materials needed
 - c. Identify types and quantities of fasteners needed
 - d. Identify tools needed
 - e. Sketch and layout new cabinet
 - f. Cut components
 - g. Assemble components
 - h. Specify appropriate finish for cabinet
 - i. Install new cabinet
9. Demonstrate proficiency of building and installing new laminate counter top
- a. Identify measuring instruments needed
 - b. Specify types and quantities of materials needed

Carpenter 2

Requirements:

5 years as Carpenter 1 + Completion of the Carpentry Proficiency Checklist

**Senior Journeyman Level Position
Carpenter Specialist
Full Skillset
Demonstrated Proficiency
Established Careerist**

Physical and Trade Specific Abilities Necessary for Position:

- *Documents in writing
- *Thorough computer literacy
- *Performs design inquiry and assessment
- *Senior Journeyman Tool Knowledge and dexterity
- *Senior Journeyman knowledge within structural trade specialization
- *Senior Journeyman troubleshooting and repair within mechanical trade specialization
- *Intermediate ability to assist all trades outside of specialization
- *Interpret and communicate written and verbal instruction, reads and communicates blueprint and design
- *Recognize and avoid hazards and hazardous materials
- *Safely build and utilize scaffolding, ladders, elevated platforms
- *Advanced math as applicable to trade (algebra, geometry, trigonometry)
- *Performs diagnosis and repairs with entire applicable systems/designs in mind
- *Ability to utilize controls/automation circuitry and programs

Soft Skills Necessary for Position:

- *Informs policies and procedures
- *Accepts ownership of finding solutions
- *Seeks and encourages others in pursuit of sustainable practices
 - *Facilitates team effort
 - *Good reputation
 - *Mediates conflict
- *Resource for institutional knowledge
- *Anticipates process barriers and mitigates effects
- *Views employment position within the holistic framework

Job Family: Structural Worker

Job Title: Carpenter 2

Tasks/ Position Summary: This position requires the applicant to have achieved an Advanced (Senior) Journeyman level Carpentry skillset: able to troubleshoot and diagnose structural problems, able to install, repair, and replace components of structural framing, fenestrations, facades, interior finishes, and roof systems. This position is responsible for troubleshooting complex constructed problems and providing preventive, corrective, and predictive solutions for such problems routinely. This position will serve as a crew lead on larger or complex carpentry installation, replacement, or repair projects. This position receives direction from trade Leads, shop manager, engineers, project managers, and Operations and Maintenance Leadership.

Knowledge, Skills, Abilities and/or Competencies:

- Advanced (Senior) Journeyman level Tradesperson.
- Ability to troubleshoot complex structural failures.
- Advanced knowledge of the International Building Code.
- Experience installing and repairing doors, frames, pre-hung and slab doors, locks, pre-hung windows, attic ladder sets.
- Experience installing and replacing window frames, pre-hung window units, and broken windows.
- Experience installing drywall, chalkboards, acoustic ceilings, floors.
- Experience constructing additions, extensions and alterations to existing structures.
- Experience operating a variety of carpentry equipment including, but not limited to; saws, routers, drills, sanders, planers and various hand tools.
- Ability to read and follow blueprints, shop drawings and sketches.
- Ability to perform rough framing duties using wood and metal materials.
- Experience cutting and hanging trim work.
- Ability to instruct and assist other carpenters on projects. Competence to instruct others in the proper use of tools operated in the carpentry trade.
- Has a developed ability to communicate within organization pertinent and accurate information to facilitate multi-personnel repair efforts.
- Competence to assess next steps, communicate to manager specific trade needs to resolve issues.
- Competence to perform all construction, remodel, repair, replacement and renovation duties in accordance with departmental standards and applicable code.

Physical Demands:

- Lift, move, carry, handle up to 75 lbs.
- Stand, stoop, bend, squat, kneel, and work with hands above head.
- Work in extreme conditions (hot or cold), trenches, confined spaces, attics, crawlspaces, mechanical rooms, etc.
- Work from a standard and extended ladder

Responsibilities:

- (40%) Will instruct and assist other carpenters on projects. Installs doors and frames, drywall, chalkboards, ceilings, floors, constructing additions, extensions and alterations. Performs rough framing duties using wood and metal materials. Performs rough framing duties; cut, trim, hang and finish doors, sliding doors, enclosures and overhangs.
- (30%) Installing and repairing doors, frames, pre-hung and slab doors, locks, pre-hung windows, attic ladder sets. Installs and replaces window components.
- (10%) Reads and follows blueprints, shop drawing and sketches supporting the performance of assigned duties and responsibilities.
- (15%) Perform other related duties incidental to the work described herein.
- (5%) Documents in writing performed actions and timekeeping.

Expectations: Consistent behavior indicates:

- Enhances departmental efforts to seek different perspectives to facilitate solutions and refine processes.
- Is seen as a mentor and trusted to resolve problems, both technically and professionally.
- Encourages others to use institutional resources responsibly and understands the long-term significance of resource preservation.
- Facilitates team efforts to achieve best results and shared accountability.
- Good reputation for thoughtfulness when receiving information and is able to relay direction to team members.
- Mediates conflict in a constructive manner.
- Demonstrates logical verbal and written communication.
- Is a resource for institutional knowledge.
- Anticipates process barriers and mitigates effects of system gaps. Demonstrates knowledge of the University's holistic framework and sees the facilities component to the University's mission in context of the whole.

The chosen candidate is expected to CONTINUALLY learn new trade skills, processes, and techniques through peer guidance, experience, and formal training provided by FMD, as well as, through self-improvement efforts. This person will learn FMD policies, procedures and general workflow, property locations, mechanical and structural features, navigation of campus, FMD personnel, and basic communication skills between personnel and management. The chosen candidate understands that the Facilities Maintenance Industry is constantly evolving as new challenges surface and new technologies develop, therefore, a successful and promotable employee comprehends the necessity for continual learning and improvement, seeking out opportunities for personal development and professional growth.

For internal candidates, a minimum of 5 years of experience in current position (Carpenter 1) is required, along with successful completion of the Carpenter Proficiency Checklist. Positive relational and organizational familiarity is present. This person understands FMD policies, practices, and general workflow, the property locations, mechanical and structural features each building within a zone, navigation of campus, FMD personnel, and basic communication skills between personnel and acting manager.

For external hires, a minimum of 10 years of trades experience is required. Positive relationships and organizational familiarity are expected to begin development within the probationary period and satisfactorily evident before forward career progression is pursued.

Education: This position requires the attainment of a high school diploma or GED within the 6-month probationary period of employment.

Career Progression Requirements: From this position, the next career progression is Carpenter 3 and requires 10 years of consistent positive performance as Carpenter 2. Progression is contingent on completing 100 trainer hours per year, in which the employee will participate in presenting trade mentoring, institutional knowledge, and planned training sessions. The employee will submit an application for promotion to the O&M Career Review Board. The Review Board analyzes an applicant for promotion based on competency and consistency in current role, general job performance, and a valuing of UGA Staff Core Competencies.

In order to progress, employee will show:

- minimum of 10 years of Facilities experience in current role (Carpenter 2)
- satisfactory evaluation(s) of general job performance and embrace of UGA Staff Core Competencies by the acting Manager
- completion of 1000 Trainer Hours
- Growth in general trades skills.
- Adherence to safe and courteous execution of work details.
- satisfactory Work Ethic (KSAO)
- attentiveness and listening to instruction (KSAO)
- seeks out information and guidance (KSAO)
- is cooperative within peer group (KSAO)

Carpenter 3

Requirements:

Eligibility Restricted To Internal
Candidates Only

10 years as Carpenter 2 + 1000 Trainer
Hours

**Trade Lead Level Position
Carpenter, Institutional Expertise
Integrated Structural Skillsets
Understands Holistic Approach to Problem Solving
Coach**

Physical and Trade Specific Traits Necessary for Position:

- *Directs emergency repairs
- *Leads Project crews
- *Documents in writing
- *Performs recommissioning/test and balance diagnosed repairs and corrections to mechanical equipment, infrastructure, distribution systems, per shop duties as related to Operations & Maintenance purview
- *Developes strategies to repair, improve, correct
- *Enters timekeeping data into CMMS and timekeeping software
- *Lead Level troubleshooting and repair within structural trade specialization
- *Interpret and communicate written and verbal instruction, reads and communicates blueprint and design information
- *Advanced math as applicable to trade(algebra, geometry, trigonometry,calculus)
- *Performs diagnosis and repairs with entire applicable systems/designs in mind
- *Ability to utilize controls/automation circuitry and programs

Soft Skills Necessary for Position:

- *Coaches and teaches others to act equitably and inclusively
- *Seeks and encourages others in pursuit of sustainable practices
- *Accepts ownership of finding solutions
- *Effective communicator through all mediums
- *Mediates conflict
- *Facilitates team effort
- *Expert resource for institutional knowledge
- *Seeks mastery
- *Readily shares knowledge and experience
- *Consistently demonstrates appreciation of University resources,structures, procedures, and processes
- *Critical thinker
- *Cooperative in nature, values others highly
- *Service oriented, willing to spend extra time to ensure complete and agreeable conclusions
- *Informs policies and procedures

Job Family: Structural Worker

Job Title: Carpenter 3

Tasks: The candidate must demonstrate experience working in a structural/mechanical maintenance or construction settings and show an aptitude for facilities maintenance, construction, and upkeep of physical properties relating to the Carpentry trade. This position requires the applicant to be a Campus Expert regarding Construction and the structural integrity of campus facilities. The applicant must be able to demonstrate interior and exterior expertise to modify and adjust complex carpentry and structural issues, assessing complex building traits, developing strategies to repair, improve, and correct. This position is responsible for directing emergency repairs, leading project crews, and solving complex problems. This position assesses performance of complex building systems and develops strategies to repair, improve, and correct existing structural deficiencies. The candidate must possess interior and exterior design-to-completion structural expertise.

Knowledge, Skills, Abilities and/or Competencies:

- Master level Tradesman.
- Expert knowledge of International Building Code.
- Expert knowledge of UGA Construction Standards.
- Ability to troubleshoot, diagnosis, install, and repair of complex building designs.
- Competence to inform Engineers, and Project Managers concerning building project designs.
- Leadership skillset.
- Has a developed ability to communicate within organization pertinent and accurate information to facilitate multi-personnel repair efforts.
- Competence to assess next steps, communicate to manager specific trade needs to resolve issues.
- Competence to perform all construction, remodel, repair, replacement and renovation duties in accordance with departmental standards and applicable code.

Physical Demands:

- Lift, move, carry, handle up to 75 lbs.
- Stand, stoop, bend, squat, kneel, and work with hands above head.
- Work in extreme conditions (hot or cold), trenches, confined spaces, attics, crawlspaces, mechanical rooms, etc.
- Work from a standard and extended ladder

Responsibilities:

- (30%) Leads, plans projects and provides day-to-day on-site guidance to project crews, reads and interprets Blue Prints
- (30%) Troubleshooting, diagnosis, installation, and repair of complex building designs.
- (25%) Assesses performance of complex building systems, develops strategies to repair, improve, and correct, solve complex problems. Directs emergency repairs.
- (10%) Performs other related duties and responsibilities as required.
- (5%) Documents in writing performed actions and timekeeping.

Expectations:

- Coaches and teaches others in departmental development of diverse, equitable, and inclusive team construction and sustenance.
- Seeks sustainable methods and alternatives to legacy procedures.
- Promotes and accepts accountability and ownership, sees problems through to resolve.
- Asks clarifying questions to gain clear understanding and coherent, thorough direction.
- Handles conflict fairly and respectfully, advocates for common ground and team effort.
- Effectively shares information through different means, can be clearly understood.
- Is an expert resource for institutional knowledge.
- Frequently reflects on ways to improve own performance and identifies specific areas for improvement. Seeks to master new ideas, skills, and concepts.
- Readily shares knowledge and experience with others to enable them to improve and attain goals, as well as to improve collaboration and facilitate successful endeavors.
- Consistently demonstrates an appreciation of University resources, structures, procedures and processes and seeks to improve the University's efficiency and effectiveness of its' stated mission.
- Makes critical decisions after thorough but timely assessments of risks, benefits, quality of information, and other elements of consideration within problem-solving evolutions.
- Cooperative in nature, values others highly, willing to learn from others including subordinates.
- Service oriented, willing to spend extra time with customers and coworkers to ensure full understanding and agreeable conclusions.

The chosen candidate is expected to CONTINUALLY learn new trade skills, processes, and techniques through peer guidance, experience, and formal training through means provided by FMD and through self-improvement efforts. This person will learn FMD policies, practices and general workflow, property locations, mechanical and structural features of each building within a zone, navigation of campus, FMD personnel, and basic communication skills between personnel and acting manager. The chosen candidate understands that the Facilities Maintenance Industry is constantly evolving as new challenges surface and new technologies develop, therefore, a successful and promotable employee comprehends the necessity for continual learning and improvement, seeking out opportunities for personal professional growth.

For internal candidates, a minimum of 10 years of experience in current position (Carpenter 2) is required. Positive relational and organizational familiarity is present. This person understands FMD policies, practices, and general workflow, the property locations, mechanical and structural features each building within a zone, navigation of campus, FMD personnel, and basic communication skills between personnel and acting manager.