



Carpenter – Work Process Schedule

Job Description: Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation.

RAPIDS Code: 0067HY

O*NET Code: 47-2031.00

Estimated Program Length: 5200 - 8000

Apprenticeship Type: Competency-Based Time-Based Hybrid

A. Perform work in compliance with safety procedures to include obtaining required safety certifications

1. Formal training in safety procedures in accordance with OSHA regulations, including hazardous materials and work environment.
2. Identify and properly use of safety equipment including Personal Protective Equipment (PPE)
3. Attain OSHA-10 Construction certification
4. FM Electrical Safety Training

B. Clean work sites and maintain tools in good working condition.

1. Follow established safety rules and regulations and maintain a safe and clean environment
2. Demonstrate the ability to keep tools organized.
3. Set up work station.

C. Mark reference points on construction materials.

1. Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge

D. Measure materials or objects for installation or assembly..

1. Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge.

E. Assemble temporary equipment or structures...

1. Erect scaffolding or ladders for assembling structures above ground level.
2. Assemble and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.

F. Cut wood components for installation

1. Shape or cut materials to specified measurements, using hand tools, machines, or power saws

G. Review blueprints or specifications to determine work requirements

1. Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.

H. Verify alignment of structures or equipment

1. Verify trueness of structure, using plumb bob and level
2. Demonstrate proper use, care, and repair of tools and specialized equipment. Keep specialized equipment properly aligned for optimal performance.

I. Build construction forms or molds.

1. Construct forms or chutes for pouring concrete

J. Coordinate construction project activities

1. Effectively communicate with managers and other tradespersons, such as plumbers, electricians, etc... in coordinating carpentry activities.

K. Install carpet or flooring.

1. Cover subfloors with building paper to keep out moisture.
2. Lay hardwood, parquet, or wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base

L. Demolition. Remove worn, damaged or outdated materials from work areas

1. Determining areas to be removed by reading drawings.
2. Demolition of interior and exterior walls, floors, or other structural members.
3. Remove damaged or defective parts or sections of structures or interior finish components.

M. Install wooden structural components. Framing.

1. Read construction drawings and prints to determine location, dimension of interior walls.
2. Demonstrate knowledge of framing terminology by calling components by the correct names.
3. Properly use tools, materials, and equipment.
4. Lay out walls, floor joists, and other framing members.
5. Erect walls, floor joists, and other framing members.
6. Examine structural timbers and supports to detect decay, and replace timbers as required, using hand tools, nuts, and bolts.

N. Inspect work sites to determine condition or necessary repairs.

1. Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
2. Examine structural timbers and supports to detect decay, and replace timbers as required, using hand tools, nuts, and bolts.

O. Interior wallcoverings and finishes; Apply decorative, protective, or textured finishes

1. Install drywall board, fiber board or composition board.
2. Finish drywall board, fiber board or composition board using appropriate compounds / materials.
3. Finish surfaces of woodwork by sanding and using sealers, fillers, protective finishes, and coatings
4. Finish wallboard surfaces using paint, texturing materials, or wall coverings.

P. Install building fixtures. (Includes preventative maintenance).

1. Install or repair cabinetry.
2. Install counter tops.
3. Install or repair door and window hardware.
4. Install or repair suspended (drop) ceiling.
5. Install or repair door locks.
6. Install various dispensers or wall mounted items.
7. Repair sash cords.
8. Figuring layout of interior or exterior stairways.
9. Fabrication of stairway stringers, treads, railings.

Q. Install doors or windows.

1. Install doors using hand or power tools.
2. Install windows using hand or power tools.
3. Repair window sash or glazing.

R. Prepare operational reports; Demonstrate business communication skills

1. Maintain records, document actions, and present written progress reports.
2. Use of effective communication skills and terminology to be able to convey messages to fellow tradespersons, customers, and industry representatives.
3. Demonstrate precise record keeping in assessing work, ordering materials, managing timelines, as well as determining equipment wear and potential problems necessary for preventive maintenance.

S. Select construction materials.

1. Select and order lumber or other required materials

T. Apply material to fill gaps in surfaces.

1. Apply caulking.
2. Apply wood filler.
3. Apply spackle or putty.
4. Apply epoxy or wood consolidation or hardening materials for wood repair.

U. Position construction forms or molds

1. Anchor and brace forms and other structures in place, using nails, bolts, anchor rods, steel cables, planks, wedges, and timbers.

V. Estimate construction project costs.

1. Prepare cost estimates for clients or employers.

W. Drill holes in construction materials.

1. Bore boltholes in timber, masonry or concrete walls, using power drill.

X. Install support structural component and temporary safety components.

1. Install rough door and window frames.
2. Install subflooring.
3. Install temporary supports in structures undergoing construction or repair.

Y. Mix substances or compounds needed for work activities.

1. Mix joint compound as needed for various applications.
2. Mix and properly time epoxy and resin for various applications.
3. Appropriately mix stains and protective coatings per manufacturers instructions.

Z. Weld metal components.

1. Perform minor tack welding of metal framing components as needed.

AA. Dig holes or trenches.

1. Dig or direct digging of post holes and set poles to support structures.

BB. Install trim or paneling; Interior millwork

1. Install baseboards, crown molding or other interior architectural woodwork.
2. Set doors and jambs.
3. Use power tools to produce moldings, baseboards, etc.
4. Match existing trim, including historical details.

CC. Exterior millwork; Install and repair structural and architectural components.

1. Repair and install exterior railings, columns, blinds, or other architectural woodwork.

UVA Facilities Management Apprenticeship Program
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