

Carpenter
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263108>

Downloaded On: Oct. 20, 2025 3:07am

Posted Sep. 29, 2025, set to expire Nov. 29, 2025

Job Title	Carpenter
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6600801

Apply By Email

Job Description

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Carpenter

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Carpenter

Job Description Summary:

To construct, repair, remodel, and perform preventive maintenance tasks so that Austin Community College facilities may be safe, secure, functional, and accessible.

Job Description:

Description of Duties and Tasks

- 1) Installs, replaces, adjusts, and maintains door hardware such as locksets, door closures, hinges, astragals, weather stripping, silencers, etc.
- 2) Remodels existing facilities and assists in the construction of new structures.
- 3) Assists other staff members with projects and participates in maintenance, repair, and installation duties in the trades.

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- 4) Evaluates problem areas or work requested; figures materials and hardware needed for the work to be performed by measuring and checking the branch, style, color, finish, or other details.
- 5) Orders, purchases, hauls, and unloads hardware and materials needed to perform work.
- 6) Makes repairs and adjustments to floors, ceilings, desks, tables, classroom fixtures, and other furniture, fixtures, or facilities.
- 7) Completes paperwork regarding receipts, work orders, and ACCeTime for hours worked each week.
- 8) Installs chalkboards, projection screens, TV-VCR mounts, and signs at all campus locations.
- 9) Oversees the work of hourly staff.
- 10) Oversees and performs truck maintenance which includes maintaining fluids, checking tire pressure, performing oil changes, and inspections, washing vehicles, and filling with gas.
- 11) Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

- * Carpentry tools, materials, equipment, and safe work practices.
- * Cabinet-making techniques.
- * All applicable codes, standards, and regulations.
- * Project cost estimating and project management.
- * Hazardous chemicals and materials.
- * First aid and CPR.
- * Construction, repair, restoration, and installation of wood or related materials.

Skills

- * Prepare and/or process purchase orders.
- * Accountable for inventory/property management.
- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications skills, including tact and diplomacy.
- * Effectively using organizational and planning skills.
- * Estimating time and materials needed for assigned work projects.
- * Following and effectively communicating verbal and written instructions.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

- * Use basic computer skills such as accessing and sending emails, locating Internet sites, and

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completing time sheets including maintenance management systems.

Required Work Experience

- * Two years related work experience.

Required Education

- * High school diploma or educational equivalent.

Special Requirements

- * Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Other Preferred Qualifications

- * Forklift Certification.

Physical Requirements

- * Work is performed in a variety of settings.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- * May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- * May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- * Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Safety

- * Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range (PG 118):

\$47,840 - \$54,567

Number of Openings:

1

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Clery Act

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.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Carpenter_R-8146

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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