

Carpenter

FLSA Status: Non-Exempt

Pay Grade: 10

Job Title ID: 16154

Job Series/Job Family: Business Services Series / Building & Maintenance Family

Reports To

Supervisor, Buildings & Maintenance

Job Purpose

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

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Remodels existing facilities and assists in the construction of new structures.
2. Assists other staff members with projects and participates in maintenance, repair, and installation duties in the trades.
3. 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.
4. Orders, purchases, hauls, and unloads hardware and materials needed to perform work.
5. Installs, replaces, adjusts, and maintains door hardware such as locksets, door closures, hinges, astragals, weather stripping, silencers, etc.
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, E-time, 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

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Carpentry tools, materials, equipment, and safe work practices.
- Cabinet-making techniques.
- Tools, equipment, and materials common to the trade.
- 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

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- 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

Computer Skills

Required

- Demonstrated proficiency using standard office software applications for maintenance management systems.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, and crouching.
- Work is performed in both internal and external environments with exposure to inclement weather and varying temperatures.
- May be exposed to hazardous chemicals and electrical currents
- Routine lifting of objects up to 80 pounds such as ladders, drills, saws, grinders, and other equipment.
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing or walking for long periods of time.

Work Experience

Required

- Two years commercial carpentry work experience.

Education

Required

- High School diploma or equivalent.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Fork Lift Certification.

Safety

Required

- 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.