

Job Title :Facilities Carpenter

Status: Non-exempt

Job Objective:

To assist the Facilities Department to care for the physical needs and goals of the University community as they relate to building use and up-keep.

Job Responsibilities:

1. Carryout all assigned work following FFA Team values
2. Lays out, plans, and performs all necessary carpenter work, both maintenance and construction, inside and outside, on existing buildings and facilities
3. Constructs, repairs, and maintains wooden structures such as furniture, equipment, partitions; does necessary cabinet work.
4. Constructs and installs special project work
5. Installs metal partitions; installs and repairs doors and panic bars; repairs door checks and may repair locksets.
6. Cuts and glues formica for cabinet tops; installs and repairs ceiling tiles; and lays floor tiles and linoleum.
7. Glazes windows and may replace window cords or chains.
8. Makes concrete forms, and wood covers for fields. May cut through masonry and occasionally do minor roof repairs, clean roofs, and roof drains.
9. Uses man lifts when required.
10. Keeps records and makes reports of daily work. Complies with safety regulations of the University and of local, state and federal agencies, as well as departmental policies and procedures.
11. Maintains cleanliness of work area and insures that tools and equipment are kept in good working order.
12. Performs other duties requiring comparable skill and responsibility as directed
13. Do work from a general understanding of related work trades such as; plumbing, heating, electrical, drywall finishing, painting, roofing and custodial.
14. Helps maintain buildings, including repairing walls, floors, lights, ceilings, doors, windows, painting, minor plumbing and other structures and surfaces as assigned.
15. Must be able to independently or on teams.
16. Communicate with team and customer
17. Maintain a current New York State driver's license.

The approved rate of pay for this position is \$28.00/hr - \$30.00/hr

Preparation and Training

High school diploma or equivalent, Training in the building trades is preferred.

Consequence of Error

The upkeep of facilities and the presentation of campus buildings will be greatly depreciated. The facilities department will not be able to meet the on going request of the college community

Level of Supervision

The Assistant Director of Facilities over Building services will oversee all work. Work will be assigned by work orders. Each worker is to prioritize their assigned work per the Facilities Team's five key principles and with direction from the Assistant Director.

Directs Work of Others and/or # of Employees Supervised

Facilities Carpenter will over see student workers as assigned.

Experience

Minimum of two years of experience in carpentry. Experience in building repair and maintenance preferred. Experience in customer service is a plus

Confidential Data

This position has access to all areas of the college campus and is expected to act professionally. Failure to act appropriately will be grounds for immediate dismissal.

Mental/Visual Demand and Physical Effort

Facilities Carpenter must be self motivated and proactive. The ability to repetitively lift, bend and carry items that way up to 75 pounds.

Environment

This position requires an individual to moving in and out of buildings. Interruptions are a part of a normal day; the mechanic must be flexible to meet the demands of the day. Mechanics must be conscious of gender issues when working in and outside of student housing