

CARPENTER

Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 66

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Provides carpentry services with specific responsibility for identifying repair and maintenance needs; preparing, painting, staining and/or wallpapering a variety of surfaces; ensuring completion of projects in accordance with trade standards; and assisting other maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs journeyman level skills in the alteration, construction, repair and maintenance of building, floors, roofs, walls, stairways, doors, windows and other structures.
- Responsible for safe and proper use of power and hand tools on the construction, maintenance, and repair of building structures, architectural systems and equipment.
- Assists with the preparation of emergency events.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- May provide information order to identify needed supplies to supervisor for preparation of requisitions; may assist in the maintenance of inventory of supplies and equipment.
- Observes safety regulations and safe work practices; ensures proper disposal of hazardous materials.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness

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model adopted by the College.

- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of various carpentry instruments, tools, and methods including the use of power woodworking machinery necessary for carpentry.
- Knowledge of proper use and care of carpentry tools and equipment.
- Knowledge of carpentry principles, practices and codes.
- Knowledge and the ability to create wood and metal framing, concrete and masonry construction, door assembly and associated hardware installation and repair, roof repairs, cabinetry construction, furniture repair and assembly, drywall installation, including tape, float and texture, interior and exterior painting.
- Ability to provide written documentation on work and related maintenance information.
- Knowledge of occupational hazards and special procedures applicable to the work.
- Ability to work from heights (on ladders, scaffolds, and platforms), stand for long periods, and move heavy equipment, materials, structures and furniture.
- Ability to multiply and divide decimals and fractions, etc. in order to estimate time, labor, and materials necessary to complete work orders.
- Ability to use a computer for email access and use.
- Ability to provide quality customer service.
- Ability to follow oral and written instructions.
- Ability to interpret campus maps and basic drawings.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- Minimum of two (2) years of experience as a carpenter.
- Building Trades course certificate.

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PREFERRED EDUCATION AND EXPERIENCE

- Experience with historic restoration projects preferred.

CERTIFICATES AND LICENSURES

- Carpenters Apprenticeship by the Department of Labor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Work may involve the moving or lifting of light to moderately heavy materials or equipment requiring physical strength and agility to withstand the strain of manual work. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. * Do you have two (2) years of experience as a carpenter?
 - Yes
 - No
4. * Do you have a Building Trades course certificate?
 - Yes
 - No
5. Do you have a Carpenters Apprenticeship by the Department of Labor?
 - Yes
 - No
6. Do you have experience with historic restoration projects?
 - Yes
 - No