Saint Michael's College
Job Description

Job Title: Carpenter

Department: Facilities

Supervisor or Manager: Supervisor of Carpenter and Locksmith

Date Created: 8/3/2005   Last Revised: 8/3/2005   FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Carpentry and related work is performed to maintain the functionality and appearance of the campus buildings
• House projects including basic building repair and maintenance are accomplished

Essential Duties and Responsibilities:
• Maintains and repairs doors, furniture, concrete, roofs, walls, hardware, ceilings, siding, trim
• Works as a team with other tradespersons on house projects
• Assists Locksmith as needed
• Plans projects, prioritizes and problem solves
• Identifies issues that need carpentry attention around campus
• Builds casework and other items as required
• Patches holes in drywall and performs general masonry, caulking, railing, stair treads, shelving, floor tile, etc.
• Carries out work orders of many scopes, supporting other trades in their maintenance duties
• Maintains, monitors and tracks use of hand and power tools
• Understands and learns about many materials

Secondary Responsibilities:
• Removes snow and ice from roof tops by shoveling, snow-raking or breaking away ice dams
• Makes self available for rotational on-call and emergency coverage
• Cleans, adjusts and repairs shop equipment/tools
• Repairs non-departmental furniture and equipment as needed

Positions Supervised:
• Temporary summer staff

Major Contacts:
• Students, faculty and staff
• Contractors
• Facilities tradespersons
• Community members
• Vendors

Demonstrates Excellence:
• Plans, problem solves, makes decisions and works well with Facilities tradespersons and others in the SMC community
• Performs quality workmanship with accuracy, using a high degree of power tool competency
• Displays flexibility with time and attitude, prioritizing and working independently to accomplish competing demands of job
• Meets work schedule with a safe, consistent and efficient methodology
• Possesses in-depth knowledge of all carpentry materials and construction methods typical of an institutional setting
• Supports every section of work, except mechanical and electrical, with a positive attitude
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Education and Work Experience:
• High school diploma plus some post-secondary education, work experience, or specialized training  
• 5 years experience in building trades, plus some knowledge of all trades except electrical & HVAC desired  
• Experience in an institutional or maintenance type setting preferred

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills:

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<th>Working Knowledge</th>
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<td>Work Order System</td>
<td>working knowledge</td>
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Licenses, Certifications and Other Requirements:
• Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time  
• Reaching by extending hand(s) or arm(s) in any direction  
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
• Basic agility for lifting and maneuvering large amounts of weight  
• Communication skills using the written and/or spoken word  
• Vision sufficient to see objects within normal parameters, peripherally and at a distance  
• A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl  
• Some degree of exposure to physical risk

While performing the duties of Carpenter, the employee is required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility to participate in rotational emergency on-call coverage and occasionally work irregular/overtime hours  
• Use of personal vehicle  
• Capacity to use additional areas of skill other than carpentry as needed

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.