

Job Description

Title: Maintenance - Carpenter

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Maintenance Coordinator

Direct Reports: No

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Performs general and finish carpentry work, building and repairing bookshelves, cabinets, ramps, and benches. Assist in general maintenance on buildings, repairing floors, windows, doors, ceilings, and roofs. Install insulation, ceiling tiles, etc.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

supervisor.

- Plan work involved in completing carpentry tasks which include involved in completing projects, designing layout of projects, walls, doors, etc.
- Paints, stains, and varnishes carpentry work after completion
- Performs electrical work as needed which includes pulling wires, switches, installing lights, etc.
- Replaces block, brick, or concrete as needed.
- Act responsibly in all facets of the job regarding health and safety information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of