Position Title: Carpenter/Utility Trade Worker
Supervisor: Mechanical Maintenance Supervisor
Classification: Service Personnel, non-exempt
Schedule: Full-time, 40 hours/week year-round

The Carpenter/Utility Trade Worker position requires the performance of general carpentry, repairs and replacement of doors, frames, hardware/mortise, locks/exit devices, windows, glass, and other fixtures around the campus. This position is also responsible for the construction of new spaces in buildings and maintenance, repair and building new items such as walls, ceilings, shelves, counter tops, cabinets, and miscellaneous related repair and preventive maintenance of College owned property. The Carpenter/Utility Trade Worker will assist with electrical, plumbing and painting as necessary and may exercise supervision over semi-skilled workers and student workers. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required; it is not intended to limit or modify the right of the supervisor to assign, direct and control the work assigned to this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. Evening and weekend work will be scheduled from time to time, and all trade positions participate in the call-out program in order to ensure that urgent repairs are made promptly.

Characteristic Duties & Responsibilities:
A. Performs skilled carpentry by following instructions, rough sketches, or detailed drawings in the construction, repair, maintenance and alteration of doors, door closures, stairways, partitions, roofing and related fixtures.
B. Builds rough wooden structures, such as barricades, boxes, concrete forms, scaffolds, fences and wooden frameworks for use in various locations throughout campus; may also use metal studs. Repairs and maintains various parts of buildings by applying the necessary procedures and construction specialties in fixing screens, floors, windows, ceilings, roofs, hydraulic door closures, etc.
C. Capable of finishing work by trimming, fitting, and installing windows, doors, sheet rock, moldings, baseboards, paneling; laying laminated plastic counters and floor tile; finishing surfaces and joints with sandpaper, scrapers and sanders; attaching hinges, catches, and locks; installs carpet and floor and ceiling tiles, and performing other finish work as required.
D. Operates woodworking machines such as bandsaws, jointers, mortices, planers and a variety of other machines and hand tools to cut and shape parts for stock, or to finish and assemble items already prepared.
E. Drives College vehicles in order to transport lumber, boards, tools and equipment to job sites.
F. Reads work orders, MSDS sheets, instructions for using and applying varnish, finish, and sealant; read plans and drawings for buildings, and shop manuals for use and repair of equipment.
G. Knowledge of applicable building codes and OSHA requirements for job safety.
H. Assists in repairs of electrical, plumbing HVAC systems as necessary.
I. Erects scaffolding and otherwise prepares areas where work is to be performed.
J. Performs other maintenance and cleanup duties as assigned.

Qualifications:
1. A High School diploma/GED is required.
2. A minimum of two years of technical/vocational training or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is required.
3. Must have PA state driver’s license and clean driving record.

Physical Requirements:
- Ability to spend majority of eight-hour work day on feet
- Ability to walk on flat and uneven terrain
- Capable of working from heights above 10’
- Able to climb ladders and stairs
- Able to lift up to 50 pounds on a regular basis
- Must have the physical strength to operate saws, drills and various other power tools for majority of work day

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.

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