



**JOB TITLE: CARPENTER MAINTENANCE**

**DEPARTMENT: ADMINISTRATION**

**JOB CLASS NUMBER: 7220**

**DIVISION: FACILITIES MANAGEMENT**

**REVISION DATE: 10.15.2025**

*Richard Moore*

Acceptance - Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*Under the general supervision of the Facilities Manager, the Carpenter Maintenance worker is responsible for performing skilled carpentry work including construction, maintenance installation, and repair of structures, equipment, and articles or wood. Performs related work as required.*

**EXAMPLES OF DUTIES:**

- *Construct, repair, and install doors, door frames, windows, floors, walls, partitions, and other wooden structures.*
- *Inspect and assess existing structures to determine repair or replacement needs.*
- *Fabricate and assemble cabinets, shelves, workbenches, and furniture.*
- *Ensure that all work complies with safety codes and company standards.*
- *Perform general maintenance duties, including minor drywall repair, ceiling tiles replacement, and painting touch-ups as needed.*
- *Work with blueprints, technical drawings, and construction plans to meet project specifications.*
- *Collaborate with maintenance team members and other departments to compete assigned projects.*
- *Maintain tools and equipment in good working conditions and ensure workshop areas are kept clean and organized.*
- *Respond to work orders and urgent maintenance requests promptly.*
- *Performs minor electrical and plumbing repairs.*

**TRAINING AND EXPERIENCE:**

- *Minimum of 3 years of carpentry or building maintenance experience.*
- *Strong attention to detail and ability to work independently or as part of a team.*
- *Plumbing, painting, and electrical experience preferred.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- *Knowledge of building codes, safety regulations, and standard trade practices.*
- *Skilled in the use of hand tools, power tools, and woodworking machinery.*
- *Physical ability to stand, climb, lift (up to 20 lbs.), and perform manual labor as required.*

**LICENSES AND CERTIFICATES:**

- *Valid Driver's License*

**INTERNAL POSTING PERIOD:** \_\_\_\_\_

*Position posting goes public after 10<sup>th</sup> day.*