

Carpenter – Campus Operations

POSITION SUMMARY: Provide carpentry and casework services to the College community. Assist with renovations and construction projects. Responsible for maintaining a preventive maintenance schedule and making repairs as needed.

ESSENTIAL FUNCTIONS:

- X Read prints, sketches, etc. to determine material list.
- X Verify field/shop measurements, notify supervisors of discrepancies.
- X Fabricate structural components, casework, etc. on accordance with plant and field measurement.
- X Install structural components, casework, etc. in accordance with plant and field measurements.
- X Maintain status reports of all phases of fabrication and installation.
- X Maintain cleanliness of work area and surrounding areas at all times.
- X Order material as required by the project and approved of by the Construction Supervisor.
- X Responsible for work order ticket handling and processing.
- X Perform similar duties and responsibilities as assigned.

QUALIFICATIONS: High school, trade, technical school graduate or equivalent. Twelve years' experience in casework fabrication/assembly. Eight years' experience in the carpentry trade. General knowledge of all phases of building construction. Able to read and understand prints and shop drawings. Familiarity with working various construction materials and tools. Good oral and written communication skills. Valid Mississippi driver's license.

REPORTS TO: Mechanical Supervisor

FLSA STATUS: Full time; non-exempt

Some heavy lifting, stooping, bending and reaching may be involved with the duties of this position.