Carpenter
Facilities Department

Stephens College seeks a full-time Carpenter to construct and repair the needs and structures of the campus.

Responsibilities:

1. Constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard, brick, masonry, tile and concrete using carpenter's hand tools and power tools; in compliance with local building codes. Work involves structures/fixtures such as roofs, tiles, window frames, air vent frames, cabinets, ceiling tiles, countertoops, glass, blinds, screens, doors, subfloors, floors, molding, benches, playground equipment, stairs, bleachers, walls, manhole masonry, shelves, paneling, etc.

2. Reviews and interprets blueprints, sketches, or building plans to determine the type of material required and the dimensions of the item to be constructed.

3. Prepares materials needed by measuring, cutting, shaping and sanding; according to the specifications, using tools such as table saw, radial saw, router, drill press, miter saw, air powered hammer, lathe, sander, shaper, bench grinder, rulers, screw drivers, hammers, nails and caulking.

4. Installs and repairs materials at the site using tools such as drills, hammers, nails, screwdrivers, trowels, grout, glass sealer, ladders, etc. as specified by plans or the user. Cleans the worksite of dust and debris.

5. Completes work orders by indicating the number of work hours and the amount of materials associated with each job.

6. Assists with training and instructing new employees and carpenter helpers.

7. Orders and picks up appropriate materials in order to complete assigned task, therefore should have a valid driver’s license with a good driving record.

8. Completes other assignments as assigned by the supervisor.


10. Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and university goals.

11. Communicates openly and recognizes contributions of co-workers and supervisor.

12. Pursues professional development to keep pace with demands for services and information; including maintaining up to date information about the department and university.

13. Other duties as assigned.
Qualifications:

- High School graduate, or equivalent, and/or 1 – 2 year's experience in related field.
- Ability to work accurately with figures, measurements and tools.
- Ability to read and interpret sketches/drawings and to interpret verbal or written requests from end users.
- Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy

*Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.*

**To apply:** Complete an on-line [Stephens College application](#).

Or in person at Human Resources office 1215 E Broadway.

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

**Smoke Free Campus**