

POSITION DESCRIPTION**Carpenter****BT-3****Town of Needham****Public Facilities Department****10/2016*****Duties***

Under the general supervision of the Director of Municipal Building Maintenance, perform skilled rough and finished carpentry duties involving installation, renovation or repairs in support of the maintenance of municipal buildings and grounds.

Provide preliminary response to requests for skilled building maintenance services in order to clarify more specific nature of maintenance problems and of services required.

Repair, construct, install, remodel, and modify buildings and associated structures such as floors, walls, ceilings, concrete forms, doors, windows, frames, screws, sashes, furniture, locks, fixtures, stairs, ramps, railings, cupboards, roofs, gutters, flashings, counters, paneling, cabinets, lockers, and fixed seating.

Erect and disassemble staging, scaffolding, ladders, platforms and rigging; build and install shelves, cabinets and specialty furniture items (such as audio-visual cabinets, bulletin boards and display cabinets); repair and replace locks, lock sets, hinges, knobs, grills and other routine and speciality hardware items normally used in the building trades.

Cut openings in brick, concrete block, cement, plaster, wood and other materials; service and repair wooden structures such as playground equipment and physical education apparatus; install drywall, floor tile, linoleum, millwork, hardwood flooring, etc.; and perform routine patching and painting activities associated with carpentry work.

Read and interpret plans, sketches, and blueprints; prepare cost estimates and time estimates for all types of carpentry work; recommend and order supplies, equipment and materials required for performance of duties; and maintain an inventory of frequently used supplies and standardized items.

With other skilled trade staff in the department, participate in coordination and/or installation of larger projects requiring multiple trades.

Keep abreast of all safety and building codes, asbestos laws and guidelines, and material safety data sheets (MSDS) with regard to products and supplies used in the performance of duties. Remain proficient in the use and maintenance of fixed and hand held power tools used in the carpentry trade, keeping all hand and power tools and equipment in good working order.

Maintain a clean and orderly work area; appropriately clean the general work area after performance of all jobs; load and unload supplies and materials; participate in snow and ice removal efforts from all buildings as assigned; perform all necessary paperwork required of the position, as directed.

Provide services at night or on weekends and holidays at the request and direction of the Director of Municipal Building Maintenance; respond to emergency service calls on a 24-hour basis; perform other related duties as required.

Basic Knowledge

Position requires completion of four years of high school or equivalent, valid motor vehicle license, and valid Massachusetts Construction Supervisor license.

Experience

Position requires a minimum of five years prior work experience working in large, complex, multi-building facility.

Independent Action

Incumbent works under the broad and general direction of the Director of Municipal Building Maintenance, referring to the Director for work assignments and priorities.

Supervisory Responsibility

Incumbent has no permanent supervisory responsibility but has temporary supervisory authority when additional employees are assigned to carpentry related tasks.

Physical and Environmental Standards

- Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms.
- Occasional periods of outside work, subject to all weather conditions.
- Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions.
- Regular and sustained periods of strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.
- Frequent travel between municipal buildings.