



## **Carpenter & General Physical Plant Technician Job Description**

### **PURPOSE**

To perform general carpentry & maintenance (new and repairs), event setups, and furniture moving. Assist all trades as needed. This individual reports to the Facilities Director directly.

### **RESPONSIBILITIES AND DUTIES**

- Repair/replace door closers, storm doors, cabinetry
- Patching and repair of plaster and sheetrock
- Window and glass repairs
- Cleans and clears storm drains, roof drains, downspouts, and gutters
- Maintains parking lots, grounds and keeps sidewalks free of debris and trash
- Moves furniture, boxes, office equipment, trash, etc., up to 100 pounds
- Maintain, monitor, adjust and inspect boilers
- Monitor and Adjust Building Automation for HVAC system
- Set up tables and chairs for events
- Perform any other assignments as directed by supervisor

### **KNOWLEDGE AND SKILLS**

- Must have at least 5 years professional work experience in carpentry and general building maintenance experience
- Must possess good organizational skills
- Be self-motivated, work with little instruction and willing to take responsibility for individual work orders and job performance
- Ability to read and follow instructions and perform basic arithmetic
- Be able to operate shop/machinists' equipment, heavy machinery, and cleaning equipment
- General knowledge of and willingness to assist other trades including HVAC, electric, and plumbing
- Ability and willingness to lead, especially in absence of supervisor and instruct others within and outside of UPSem
- Possess knowledge and skills to make critical decisions, especially during critical situations i.e., when and who to call to assist or perform necessary repairs
- Possess basic computer skills: email and on-line searches for parts, how to videos, etc.
- Ability to work within guidelines and procedures with little supervision

**OTHER REQUIREMENTS**

- Must possess a valid Virginia driver's license and provide copy of driving record
- Must be able to climb and use extension ladders, up to 30 feet
- Must be willing to work during adverse weather conditions, including snow and ice
- Willingness to be on call 1-2 weeks/month

**WORKING CONDITIONS**

This is a full-time, non-exempt, support staff position located on the Richmond Campus. This is an essential service position. Normal working hours are 6:00 AM to 4:30 PM, 4 days a week, alternating with other staff. May be required to work when the campus is closed due to adverse weather and during other emergencies.