



Job Posting

Job Title: Temporary Carpenter

Job Class: Support

Department: Facilities Services

Reports to: Assistant Director of Physical Plant

FLSA status: Temporary through June 2019, 40 hours per week

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

SUMMARY: Performs skilled work in functions common to the carpentry trade in maintaining and modifying buildings, structures and furnishings typically found on a university campus. Occasionally works in allied trades or crafts to complete project or help in another specialty. Instructs student helpers and other workers in correct technical procedures by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs general carpentry maintenance repair work of dormitory and classroom buildings.

Performs general carpentry work on new construction or modifications to existing structures.

Installs, maintains, repairs and provides preventative maintenance for door locks, closers, panic devices and other types of door, window and building hardware.

Installs and replaces glass in windows, doors, partitions and other areas as required. Repairs screens.

Selects materials, lays out and builds cabinets, display racks, shelving, platforms and other special projects required in remodeling, alteration or repair.

Installs underlayment, resilient flooring base trim, stair treads and similar materials.

Builds forms for minor concrete work and places reinforcing steel.

Lays concrete block for repair or minor alterations.

Assists supervisors in planning, and estimating time and materials required for jobs.

Provides limited supervision over other carpenters, craftsmen and unskilled or student helpers.

Assists other University employees in the performance of their duties as required to meet University priorities or as directed.

Makes repairs to furniture and counter surfaces.

Installs and repairs lay in and concealed flush ceiling systems.

Monitors supplies and in cooperation with supervision, insures that proper stock levels of essential materials are maintained.

Serves as an emergency employee for the campus.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent; 3 or more years directly related experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: Journeyman's card preferred

LANGUAGE SKILLS: Ability to read schematics/plans; competency with English.

MATHEMATICAL SKILLS: Basic algebraic computational/measurement skills

TECHNICAL SKILLS: Ability to use common tools to the trade (e.g., circular saw, hammers, level, pneumatic tools, drill, etc.); basic locksmithing and computer skills preferred.

REASONING ABILITY: Analyze structural/angle and other problems and suggest and carry out solutions; troubleshooting problems; receiving work orders, consulting with customers and providing solutions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responds to on-call requests; must be able to lift to 80 pounds on a frequent basis, must be able to carry up to 40 pounds on a frequent basis; must be able to stoop and bend frequently; ability to climb a ladder or work from a power lift is required; must possess gross motor control; must be able to see near and at a distance; must be able to meet regular and predictable attendance standards. Must wear PPE appropriate to the work being performed (e.g., respirator, mask, steel toed shoes, etc.)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposed to dusty/dirty conditions normally found in new build and remodel environments; can be exposed to hazardous substances including asbestos, paint fumes, solvents, etc.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130