

Job Description

Position Title: Carpentry Trades Specialist 2

Job Family: Facilities

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 03

Position Summary:

The Carpentry Trades Specialist 2 performs journey level trade specific duties and responsibilities in the maintaining, repair, and construction of College buildings. The Carpentry Trades Specialist 2 completes demolitions and remodels. The Carpentry Trades Specialist 2 removes wall partitions and installs new walls. The Carpentry Trades Specialist 2 repairs and replaces doors, windows, and flooring. The Carpentry Trades Specialist 2 completes all stages of drywall installation. The Carpentry Trades Specialist 2 provides roof repair and maintenance. The Carpentry Trades Specialist 2 coordinates with internal and external stakeholders to address needs of the various campuses to optimize space use.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Schedules, performs, and reports carpentry work duties. Coordinates with other staff, vendors, and inspectors to meet the operational needs of the various campuses.
2. Repairs, maintains, and installs new fire rated doors. Repairs and replaces fire rated automatic door closers.
3. Frames metal studs and installs drywall. Installs and repairs drywall wall partitions. Textures and paints as needed.
4. Replaces and installs carpet squares and tile flooring.
5. Inspects and repairs campus roofing.
6. Performs preventative maintenance and or inspections assigned by supervisor.
7. Provides first line onsite support carpentry work when campus needs arise and supports the Facilities Trade Specialists, Multi-skilled crew.
8. Maintains and adjusts facilities maintenance and repair operating scheduling and tracking system.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Knowledge of regulatory compliance principles and practices

3. Knowledge and application of organizational and time management principles
4. Attention to detail, comfortable with working on repetitive tasks with a high level of accuracy
5. Skill in effective communication (both written and oral)
6. Skill in performing a variety of duties, often changing from one task to another of a different nature
7. Skill in all tasks listed above as required for carpentry work scope
8. Skill in positive, productive, and flexible customer service
9. Skill in problem solving
10. Ability to develop and maintain effective and positive working relationships
11. Ability to adapt and maintain professional composure in emergent and crisis situations
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
 - Vocational or technical training in carpentry preferred.
 - One (1) to three (3) years of related journey level trade experience required.
 - Three (3) to five (5) years of related journey level trade experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required.
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work
- On call rotation duties