



## MADEIRA

**Title:** Carpenter / Locksmith  
**Department:** Facilities Services  
**Reports to:** Maintenance Manager

### Position Purpose

Performs skilled journeyman-level work carpenter maintenance in all buildings on campus.

### Key Accountabilities

- Build, repair, and install counters, cabinets, benches, partitions, floors, doors, building framework and trim.
- Hang drywall.
- Install, maintain, and repair doors, door hardware, windows, window hardware. Cut keys and maintain key database. Knowledge of re-pinning locks a plus.
- Install glass in windows and doors; hang doors. Replace damaged ceiling tile and floor tile.
- Perform minor roof repairs such as repairing flashing. Perform minor masonry repairs and concrete work.
- Knowledge of local, state and national codes and of hazards and safety precautions.
- Ability to read and interpret instructions, diagrams, sketches, blueprints and manufacturers' manuals. Ability to estimate time and material needs and to determine when repair is not economically practical.

### Miscellaneous – Working Conditions and Physical effort:

- This is a physical job that will require strength and dexterity to perform all required tasks, including: standing, kneeling, bending, walking and climbing stairs
- Ability to carry 50 pounds or more
- Able to work on ladders of all types including but not limited to step and extension ladders (up to 40'), and on power assisted elevated working platforms (scissor lifts, etc.)
- Exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Position is considered as "Essential Personnel" and is expected to report to work when school is closed due to power outage or weather conditions
- Overnight stay may be required during inclement weather
- May be required to work overtime, accept call-back overtime or regular overtime, as needed, and agree to assume an emergency call-out list status.
- Work a weekend shift every 5<sup>th</sup> weekend at the Waste Water Treatment Plant.
- Performing other duties/assignments as required

## Position Requirements

<ul style="list-style-type: none"><li>• <b><u>Skills &amp; Knowledge</u></b></li><li>• Ability to work within the overall organization of the Facilities Services Department and work with skilled and unskilled personnel as well as administrators</li><li>• Ability to work in an independent, unsupervised atmosphere</li><li>• Must possess good oral and written communication skills and be able to follow oral and written instructions (English). Ability to express ideas effectively and concisely</li><li>• Be able to read, write, and speak fluent English</li><li>• Ability to safely lift 50 pounds</li><li>• Must possess and maintain a valid driver's license</li><li>• Must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the school</li></ul>	<ul style="list-style-type: none"><li>• <b><u>Experience</u></b></li><li>• 5 years at journeyman level</li></ul>	<ul style="list-style-type: none"><li>• <b><u>Education</u></b></li><li>• High School Diploma, or GED or completion of an acceptable apprentice-level Carpentry and associated trades training program</li><li>• Equivalent combination of education and/or experience will be considered</li></ul>
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*Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.*

*The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.*

*The Madeira School is an Equal Opportunity Employer.*