



## **ALLENTOWN, PA**

**Position Title:** Carpenter/Utility Trade Worker  
**Supervisor:** Mechanical Maintenance Supervisor  
**Classification:** Plant Operations

The Carpenter/Utility Trade Worker position requires the performance of general carpentry and painting, repairs or replacement of doors, frames hardware/mortise locks/exit devices; windows, glass, and other fixtures around the campus. This position is also responsible for the construction of new spaces in buildings and maintenance repair and building new items such as walls, ceilings, shelves, counter tops, cabinets, appliance and miscellaneous related repair and preventive maintenance of College owned property. The Carpenter/Utility Trade Worker will assist with electrical, and plumbing repairs as necessary and may exercise supervision over semi-skilled workers and un-skilled workers. 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 of level of difficulty. Evening and weekend work will be scheduled from time to time. All trade positions are essential staff and are on call 24 hours a day to make needed repairs.

### **Characteristic Duties & Responsibilities:**

- A. Performs skilled carpentry by following instructions, rough sketches, or detailed drawings in the construction, repair, maintenance and alteration of doors, door closures, stairways, partitions, roofing and related fixtures
- B. Builds rough wooden structures, such as barricades, boxes, concrete forms, scaffolds, fences and wooden frameworks for use in various locations throughout campus; may also use metal studs. Repairs and maintains various parts of buildings by applying the necessary procedures and construction specialties in fixing screens, floors, windows, ceilings, roofs, hydraulic door closures, etc.
- C. Capable of finishing work by trimming, fitting, and installing windows, doors, sheet rock, moldings, baseboards, paneling; laying laminated plastic counters and floor tile; finishing surfaces and joints with sandpaper, scrappers and sanders; attaching hinges, catches, and locks; installs carpet and floor and ceiling tiles, and performing other finish work as required.
- D. Operates woodworking machines such as bandsaws, jointers, mortices, planers and a variety of other machines and hand tools to cut and shape parts for stock, or to finish and assemble items already prepared.

- E. Drive College vehicles in order to transport lumber, boards, tools and equipment to job sites.
- F. Complete work orders, MSDS sheets, instructions for using and applying varnish, finish, and sealants; reads plans and drawings for buildings, and shop manuals for use and repair of equipment.
- G. Prepare and paint surfaces, strip wallpaper, spackle and repair drywall.
- H. Knowledge of applicable building codes and OSHA requirements for job safety.
- I. Assist in repairs of electrical, plumbing HVAC systems as necessary.
- J. Erect scaffolding and otherwise prepare areas where work is to be performed.
- K. Perform other maintenance and cleanup duties as assigned.

### **Qualifications:**

- 1. A High School diploma/GED including 2yrs technical/vocational courses or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- 2. Must possess excellent communication skills and ability to interact in a positive manner with the campus community, including students, building managers, academic personnel, and craft personnel, in a multicultural environment.

### **Requirements:**

- 1. PA state drivers license is required
- 2. Subject to Local, State, and Federal background check

### **Physical Requirements:**

- 8 hours on feet
- Must be able to use both hands for simple, firm grasping and for fine manipulation.
- Must be willing to work at heights (20 ft. or higher) off scaffolding, ladders, and operate aerial reaches and high lifts.
- Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.
- Ability to operate electrical machines, equipment, and other hand and/or power tools needed to perform skill-related job tasks.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.