

**BURMAN UNIVERSITY**  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Carpenter / Painter
<b>DEPARTMENT</b>	Facility Maintenance
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	IC 4
<b>REPORTS TO</b>	Director of Facility Maintenance
<b>LAST REVISED</b>	October 9, 2024

**POSITION SUMMARY**

The Carpenter will work with the Facility Maintenance team to complete new projects, renovations and repairs using a variety of carpentry skills. The carpenter will be expected to play a key role in on-site activities to assist in the ordering of materials and coordination of projects relative to carpentry maintenance, building retrofit/renovation and general carpentry repairs.

**ESSENTIAL JOB FUNCTIONS**

- Ensure the structural maintenance of, and to repair and refurbish campus structures
- Provide estimates for projects including but not limited to demolition, framing, flooring, drywall, paint, windows, and finishing
- Must have excellent work knowledge of paint, paint materials & techniques
- Must have detailed working strengths
- Make recommendations concerning building repairs when needed
- Purchase maintenance materials by working with the PO system and the Facilities office
- Provide maintenance work to buildings and furnishings
- Install flooring as required
- Install and finish drywall, mudding, painting, etc.
- Install and finish or repair windows, doors, roofing, stucco
- Perform renovations as required
- Provide weekend relief and on-call assignments
- Assist other trade departments as needed
- Other duties as may be assigned by the Facility Maintenance Director

**JOB STANDARDS AND REQUIREMENTS**

**EDUCATION /TRAINING**

- Journeyman status preferred

**EXPERIENCE**

- Minimum 5 years related experience

**SKILLS**

- Must be able to work in a team environment
- Must be detailed and organized
- Must be capable of operating a variety of equipment, pertinent to the trade, which would include aerial lifts

**PERSONAL**

- Available for overtime when required
- “On Call” for one week (7 days) outside regular working hours on a rotational basis
- Must possess a valid driver’s license and meet policy requirements from both the Insurance agency and Burman University guidelines
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University