

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Carpenter / Painter (Temporary)
DEPARTMENT	Facility Maintenance
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	IC 4
REPORTS TO	Director of Facility Maintenance
LAST REVISED	October 18, 2023

POSITION SUMMARY

The Carpenter/Painter will work with a maintenance team on the completion of new projects, renovations and repairs using a variety of painter/carpentry skills. The painter/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 maintenance, building retrofit/renovation and general paint/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, gyproc, paint, windows, and finishing
- Must have excellent work knowledge of paint, paint materials & techniques
- Must have detailed working strengths
- Make recommendations concerning building repairs and techniques when needed
- Purchase maintenance materials by working with the PO system and the Facilities office
- Perform renovations as required which may include flooring, building of shelves, drywall/mudding, painting, window installations, roofing & stucco repairs, etc.
- Provide weekend relief and on-call assignments
- Assist other trade departments as needed
- Ability to perform general maintenance duties including plumbing as needed
- Other duties as may be assigned by the Facilities Director or the Operational Support Supervisor

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Journeyman status preferred

EXPERIENCE

- Minimum 5 years related experience

SKILLS

- Must be able to work in a team or unsupervised environment

- Must be detailed and organized
- Must be capable of operating a variety of equipment, tools and machinery 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 Insurance agency and Burman University
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University

HOURS OF WORK

- 20 - 38 hours per week
- Duration: 6 months, up to February 2024 with possible extension