MAINTENANCE POSITION ANNOUNCEMENT

TITLE OF POSITION                        Carpenter 1st Class

DEPARTMENT:                              Facilities Operations
                                            Rose Hill

POSITION SUMMARY:
Performs independent work related to maintenance and repair of campus interior/exterior structures and furnishings.

RESPONSIBILITIES:
• Repairs and maintains flooring, roofs, doors, stairs, windows, signs, and other wooden/metal building/campus structures and components.
• Makes major masonry repairs, including brick, tiles (ceramic, vinyl, other), concrete, asphalt, etc.
• Services and installs bathroom walls, showers, enclosures, and other bathroom interior components
• Responds to service calls; troubleshoots problems and service issues. Assists other carpenters and other trades on difficult tasks.
• Assists in maintaining inventory and upkeep of Carpenters’ Shop.
• Performs other duties as assigned by the Associate Director and/or other appropriate administrator.
• Is on-call for emergency and event-related duties.

QUALIFICATIONS:
• High School Diploma or GED required.
• Safety certifications on table saw and other shop equipment as required, Trade School preferred.
• Must know how to use and operate power tools and shop equipment typical to this position
• Valid Driver’s License.

SALARY:
$3,280 Bi-weekly
(Internal Applicants
with 3 or more years of service)

$2,624 Bi-weekly
(New Employees)

HOURS:
Monday to Friday
7:00 am to 3:30 pm

FLSA CATEGORY:
Non-Exempt

START DATE:
July 1, 2022

SEND LETTER, RESUME, AND APPLICATIONS TO:  fsignore@fordham.edu

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