

## JOB DESCRIPTION

### JOB TITLE: Skilled Maintenance Worker (Finish Carpentry/Cabinetry Specialty)

Report Identification Code: edmsmw

**Job Purpose Statement:** The job of "Skilled Maintenance Worker" is done for the purpose of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; resolving immediate operational and/or safety concerns; and ensuring safe and efficient use of space.

#### Essential Job Functions:

- \* **Builds** walls, building structures for the purpose of modifying facilities to ensure safe and efficient use of space;
- \* **Installs** equipment and building components for the purpose of maintaining facilities in safe, comfortable and operating condition.
- \* **Procures** materials, supplies and/or equipment for the purpose of ensuring availability of required items to complete work assignments in a timely manner.
- \* **Repairs** building facilities and components for the purpose of maintaining facilities in safe, comfortable and operating condition.
- \* **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.
- \* **Transports** materials, tools, supplies and/or equipment for the purpose of providing items at job site as required to complete work activity.

#### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** training and/or classes for the purpose of maintaining skills.
- \* **Coordinates/assists** maintenance staff, other personnel and/or contractors for the purpose of completing projects and/or work order efficiently.

#### Job Requirements - Qualifications:

- \* **Experience Required:** Job-related experience with increasing levels of responsibility
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate and maintain tools and equipment used in general maintenance functions; read and interpret plans, blueprints, and/or schematics; perform algebra and/or geometry; perform a variety of skilled tasks; use English in both written and verbal form to communicate effectively with staff, contractors and/or the public; and plan and manage projects.

*Knowledge of:* methods and use of materials, tools and equipment used in the trade; appropriate building codes and specifications; and standards for safe use of equipment.

*Abilities to:* adhere to safe work practices; understand and carry out oral and written instructions; work cooperatively with others; adjust to flexible work assignments; work accurately with minimal supervision; work under time constraints; interact with persons of

different age groups and cultural/ educational backgrounds; and meet deadlines and schedules; able to work in confined areas.

*Significant physical abilities include* walking/standing for prolonged periods, lifting up to 50 pounds (occasionally)/ carrying/ pushing/pulling, climbing/balancing, stooping/kneeling/crouching, reaching/handling/ fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/ depth perception/field of vision, exposure to temperature changes/weather conditions/ mechanical and electrical hazards/dust.

- \* Specialty qualification: Finish carpentry, preferably with cabinet making experience
- \* **Training Required:** Proficiency in trade
- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability