Job Title: Trades Worker II – Carpenter
Reports to: Supervisor of Maintenance and Site Utilities
FLSA Status: Non-Exempt
Level: 114
Position Class: C9905

Job Summary:
Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes, by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated.

2. Selects specified type of lumber or other materials. Prepares layout.

3. Constructs rough and finish carpentry as required.

4. Pours concrete and finishes

5. Constructs concrete forms.

6. Fits, installs and maintains prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware.

7. Make signage and name plates for College; moves furniture and installs miscellaneous fixtures.

8. Erects scaffolding and ladders for assembling structures above ground level.


10. Inspects and repairs walls, floors and ceilings.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED), and two years’ related experience, or a one year certificate from a college or technical school, and one or more years’ experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one situations to other employees of the College.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills**
  Within 3 months of hire must be able to use College e-mail, Internet and other College required software.

- **Certificates and Licenses**
  Valid Florida Driver’s License.

Responsibility for People and Property:
This position is responsible for tools and supplies.

Responsibility for Communication:

- **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts**
  This position has frequent contact with vendors and contractors.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions and vibration.

- The noise level in the work environment is usually loud.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch or crawl. The employee must regularly lift 10 pounds; frequently 25 pounds and occasionally 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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