



CARPENTER B -Casual *Facilities Management*

POSITION SUMMARY

Safely performs routine maintenance, repair and alteration tasks of the moderate to high complexity within the maintenance specialty related to carpenter trades of the college. This position reports to the Structural Senior Lead and Assistant Director of Operations. This is a Carpenter B position at Grade Level 5 as defined by the College Union contract.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Accomplishes solutions to problems; solutions are inventive. Installations are of quality and professional looking.
- Duties typically assigned: Design and produce vinyl and engraved interior and exterior signage; gutter and roof preventive maintenance; assist higher levels in concrete repair; assists higher levels with drop ceiling installation and repairs; Repair VCT, LVT and Carpet Tile Flooring; moderate skills at wood and steel stud framing, repair and/or replace window glass, window cranks and screens, install and repair window coverings/blinds; assist with installation of office partitions; bolt down machinery and all furniture; patch and repair various types of ceilings and walls; touch-up painting interior and exterior; assists with repairs to roofs and exterior stucco walls, fences and decks. Install shelves and cabinets, performs furniture repairs. These all represent a variety of tasks but are not all-inclusive.
- Moderate skills with all shop tools including table saw, compound miter saw, drill press, grinder, and panel saw. Uses a variety of hand tools (e.g. hammer, pliers, screwdriver), power hand tools (e.g. drill, saber saw) and specialized power tools (e.g. circular saw, router) to perform all the basic duties related to maintenance, repair and replacement and improvement to building and facility systems.
- Certified to operate boom lifts, scissor lift and bucket trucks.
- Keeps track of own labor, materials and supplies used and reports these accurately.
- Receives specific instructions from immediate leads and supervisor as to work assignments and quantity and quality of work expectations.
- Responsible for training lower level positions within the carpentry area.
- Supports all campus events.
- Performs other duties as assigned.

QUALIFICATIONS

Three to Five years minimum experience in Facilities Maintenance/Structural type work. High school diploma required; training at accredited trade school preferred. Knowledge of natural and fabricated woods, glues, finishes and plastic products required. Able to bend, stoop, climb and lift. Should not be afraid of heights. Requires average physical strength. Must show a pleasant relationship with all departments. Must adhere to all safety standards as established in the trade and by the Facilities Management Department. Valid California driver's license is required and must maintain College Authorized Driver status. Read, write and understand directions in English. Experienced with Excel and Word desired. Works in weather and in adverse conditions - wet, heights, under buildings, tight spaces. Is available for Emergency after-hour calls.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.