CARPENTER/PAINTER HELPER
Facilities Management

POSITION SUMMARY

Performs routine maintenance, repair and alteration tasks of moderate complexity within the carpenter, building trades, painting and wall preparation trades on the College buildings and facilities.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Uses a variety of hand tools (e.g. pliers, screwdriver, paint brush, scrapper), power hand tools (e.g. drill, sander) and specialized power tools (e.g. circular saw, glass cutter, spray equipment) to perform all the basic duties related to maintenance, repair and installation of the carpenter, building trades, painting and wall preparation trades specialty.
- Basic duties in carpentry and building trades include: measuring, sawing, replacing glass in doors and windows, installing standards and shelves, fixing doors, and simple rough carpentry.
- Basic duties in painting include: sanding and patching walls, interior and exterior painting of walls, graffiti removal, curb painting, and sign making.
- Assists higher qualified painter and carpenter on the more complex tasks such as mudding and taping, using oil base paints, hanging a door, cabinet type work and finished carpentry.
- Keeps track of own labor, materials and supplies used and reports these accurately.
- Receives specific instructions from immediate supervisor as to work assignments and quantity and quality of work expectations
- Accomplishes other work as assigned, including moves, set-ups and special College events.

QUALIFICATIONS

Minimum of two years experience related to any or all of the trades involved – painting or carpentry. High school diploma desired; training at accredited trade school desired. Possesses some knowledge of trades. Possesses ability to effectively communicate. Must hold a valid California driver's license and maintain the College's designated driver status. Able to bend, stoop, climb and lift. Works in weather and in adverse conditions -- wet, heights, under buildings, tight spaces.
APPLICATION INSTRUCTIONS

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

We will consider for employment all qualified Applicants, 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.