

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **MAINTENANCE/CARPENTRY I, II, III, IV**
DEPARTMENT: **PUBLIC WORKS**
DIVISION: **BUILDING & GROUNDS**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Director of Public Works and/or Division Chief
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent
Experience Required: Five (5) years combination of experience and training which demonstrates the knowledge and experience to perform the work.

CDL Class A Required

Must have a minimum of 5 years experience in all phases of carpentry, including rough and finishing work. Must have experience in the installation and repair of drywall, cabinetry, moldings, doors, windows, etc.

SPECIALIZED KNOWLEDGE/SKILLS:

- Valid NJ Driver's License;
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance;
- Knowledge of tools, equipment, and materials common to the carpentry trade;
- Knowledge of applicable building codes, standards, and regulations;
- Working knowledge of equipment and supplies used to do minor repairs.
- Knowledge of first aid and applicable safety precautions;
- Ability to compile a material list;
- Ability to read and understand blue prints and plans;
- Ability to organize assigned work, develop effective work methods and meet schedules;
- Ability to work independently;
- Ability to read, write, speak and understand English sufficiently to perform the duties of the position;

- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

POSITION SUMMARY:

Under the supervision of the Director of Public Works and/or the assigned Division Chief, performs a variety of skilled, semi-skilled, and unskilled tasks in the maintenance and repair of municipal buildings and grounds. Performs emergency work and other duties as assigned. Assists other departments and divisions as assigned. Performs all aspects of carpentry work as directed by the Director of Public Works and/or the assigned Division Chief.

PHYSICAL/ENVIRONMENT CONDITIONS:

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 reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

Work performed is subject to interruptions.

The employee must regularly lift and/or move up to forty (40) pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, and toxic chemicals.

EQUIPMENT:

Motor vehicles, cars, trucks, trailers, power and hand tools for carpentry; painting; plumbing; electrical; cement finishing work; mechanic's tools for equipment repairs; janitorial tools, including floor buffers, steam cleaners, washers, vacuums, mops, and brooms; tractors, mowers, grass trimmers, and other landscape equipment; computer; phone. Tools, equipment, and materials, common to the carpentry trade.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Performs unskilled, semi-skilled, and skilled interior and exterior building maintenance and repairs such as, but not limited to, painting, floor covering, plumbing, carpentry, mechanical and other unskilled, semi-skilled, and skilled trades work.

Studies plans, drawings, specifications, and work orders to determine work requirement and sequence of repairs and/or installations.

Change light bulbs and fluorescent tubes.

Shampoos, steam clean, strips, waxes, polishes and buffs floor, and carpets.

Washes windows, walls, metal and woodwork.

Cleans rain gutters; sweeps roofs and sidewalks.

Picks up litter from around buildings and grounds.

Transports trash and waste to disposal area.

Inspects and maintains assigned maintenance equipment and small tools for proper operating condition.

Opens, closes, locks and unlocks facilities as needed.

Keeps records of work completed.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance and repair.

Cleans buildings as required.

Performs landscape duties; cuts and trims grass, prunes shrubs, seeds and fertilizes, maintains sprinkler systems, plants lawns, trees, shrubs, flowers, weeds and waters planting areas.

Removes snow from buildings, sidewalks, steps, parking areas, and roadways using shovels, snow blowers and trucks with plows.

Moves and sets up furniture, pictures, etc. as needed and assigned.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Michael Jacobs, Administrator
Effective Date: February, 2013