

**TOWN OF WETHERSFIELD
MAINTAINER III –TRADES WORKER CARPENTER**

POSITION SUMMARY:

Performs skilled carpentry work in the installation, maintenance, repair, and renovation of town-owned buildings and facilities. Performs general maintenance work as assigned. During the winter months the Maintainer III is responsible for snow removal route, and is considered an essential employee who is expected to be available to work as directed by the department during emergencies and certain Town events.

ESSENTIAL FUNCTIONS OF WORK:

Responds to work order requests and work as assigned, coordinates with other building staff and trades, fulfills carpentry requirements, and tracks work performed.

Performs a variety of carpentry installations, maintenance, projects, and repairs on or within Town buildings.

Studies building plans, blueprints, diagrams, or drawings to determine equipment, tools and materials required.

Estimates time and material costs, and prepares purchase estimates.

May be required to do installations of a variety of interior systems and construction materials using technical data supplied by manufacturers in buildings and structures.

May perform new construction, repairs, refurbishing, and remodeling of buildings and facilities. This may include layout and construction of walls, stairs, common rafters, cabinets, storage/organizers, drywall, application of pre-finished floors and ceilings, partitions, and other repairs.

May be required to cut, shape and assemble wood products, including moldings, panels and furniture. May fabricate building fixtures, which includes the use of metal, plastics, and glass and expected to operate various machines and equipment, including power saws, planers, joiners and shapers.

Perform inspections, take a proactive approach to maintenance, and help to ensure all building and maintenance policies, procedures, SOP's, codes, regulations, etc. are followed and enforced including safety systems and standards.

Supervises assigned Maintainers as required and supports other skilled trades, engineering, and maintenance staff with repairs, installations, projects, and similar work, as directed.

Observes equipment lubrication to identify need for preventive maintenance.

Drives truck to plow and sand roads.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; This list is not all-inclusive and may be supplemented as necessary).

Ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for long periods of time.

Ability to reach and bend, and push/pull or lift objects less than seventy pounds.

Mobility to make inspections and perform mechanical work which may include climbing and crawling on, off and/or under equipment and vehicles.

Ability to perform manipulative skills such as writing, wiring, calibrating equipment, using controls and levers, operating light and heavy equipment, shifting gears on a vehicle, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in seeing wiring or in reading directions and narrative reports. Ability to read plans, maps and diagrams, read meters and gauges and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors. Ability to see small parts including machine and tool parts.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files and records and to make mathematical calculations using a calculator.

Ability to concentrate on detail and issues with interruption, pressure and changing priorities.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to learn and apply new information, technology and legislation applicable to

departmental activities.

Ability to distinguish between public and confidential information and handle appropriately.

Work is subject to interruptions and heavy work volume expectations. Performs work which includes exposure to fluctuations in temperature and seasonal weather including extreme cold, wetness and humidity. May be exposed to electrical hazards and hazardous materials. May be exposed to chemicals, dust and loud noises.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and practices in carpentry work.

Knowledge of applicable building codes.

Knowledge of applicable safety procedures and regulations.

Ability to apply principles of building construction to solve practical problems.

Ability to interpret technical instructions in mathematical or diagrammatic form.

Ability to operate tools and power equipment needed in individual trades.

Ability to work independently and to lead helpers.

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Ability to lift medium to heavy weights.

Ability to work in extreme weather conditions.

Ability to work long hours.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent; or graduation from a vocational technical school. Three (3) years progressive experience as a carpenter. Current valid Driver's License required.

Desired: Commercial Driver's License (CDL). Familiarity with manual locks and masonry skills.