



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Carpenter	Physical Plant	Physical Plant Manager	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** Responsible for all facets of general carpentry work. Assists in the construction of walls, floors, and ceilings. Performs minor masonry work, drywall partitions, and other structural work. Also works with others of the same or different trades on renovation and minor construction projects.

### General Responsibilities:

These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.

- A. Working from his own or others' sketches or drawings, fabricate building components and accessories from wood, plastic, masonry, plaster, and drywall. Patch, prepare, and paint wood, plaster, metal, and masonry surfaces.
- B. Disassemble or demolish existing ceilings, masonry, and/or stud and drywall partitions, and other structural systems.
- C. Purchase needed supplies and equipment within authorized spending limits.
- D. Repair and/or install and align doors and door systems, complete with frames and hardware.
- E. Maintain Campus Mailboxes.
- F. Perform maintenance functions such as repairing windows, furniture, flooring, replacing and repairing ceilings, and installing fixtures.
- G. Repair furniture, including tables, desks, chairs, casework, etc.
- H. Operate power and hand tools associated with carpentry, cabinetmaking, and building maintenance.
- I. Install interior finishing items such as paneling and drywall, including drywall taping and finishing.
- J. Perform snow removal as needed.
- K. Perform building inspections and make repairs as necessary during the summer break
- L. Assist other trades as needed.
- M. Perform other duties as assigned.

### Qualifications:

#### Minimum:

1. Work related experience
2. Interpersonal skills
3. Strong Christian faith, commitment and volunteer service experience.
4. Valid Driver's License



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Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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