

State University of New York at Binghamton

ANNOUNCEMENT OF VACANCY

DATE: October 28, 2024TITLE: Trades Specialist CarpenterDEPARTMENT: Facilities ManagementGRADE/SALARY RANGE: SG-12 \$48,956NUMBER OF POSITIONS: One

BRIEF JOB DESCRIPTION: Trades Specialist (Carpenter) in this position perform journey-level carpentry work and frequently supervise others including Maintenance Assistants, Facilities Operations Assistant 1, or students in the construction and repair of structures and other wood items. This trade is the most generalized branch of the building trades encompassing several specialties in addition to carpentry including roofing, millwork, furniture construction, furniture finishing and repair, and cabinet work. The individual in this position will be required to develop the computer skills necessary to use Microsoft Word and Excel, e-mail, Maximo work order system and any other necessary systems. The person in this position must follow all safety programs of Facilities Management, and use personal protective equipment as directed. The person in this position must practice and promote the Facilities Fundamental Management Objectives and conduct himself/herself in a professional and positive manner while representing the Department and University.

QUALIFICATIONS: Four years of full time experience under a journey-level carpenter which provided training equivalent to that given in an apprenticeship program. Apprenticeship training in carpentry or training gained by the completion of technical courses in carpentry at a school, institute or branch of the Armed Services may be substituted for the above training and experience on a year for year basis. The candidate must be able to meet the following job requirements:

REQUIRED:

- Working knowledge of carpentry techniques with the ability to independently complete assigned tasks.
- Ability to plan, lay out and complete varied carpentry work.
- Ability to read blueprints and interpret building and furniture plans.
- Ability to use the tools, machines, equipment and materials of the carpentry trade.
- Ability to make standard arithmetic computations to size and locate the various details of the work, and to calculate the quantity of material and labor required for it.
- Ability to perform the physical tasks required of a carpenter not limited to heavy manual labor and the ability to consistently lift, stand, or bend for long periods of time.
- As assigned, possess the ability to communicate both written and verbally with others.
- Ability to understand and follow verbal and written instructions.
- Ability to train and supervise others.
- Working knowledge of the principles of effective supervision.
- Must possess a valid driver's license and be able to operate a motor vehicle in New York State.

SPECIAL INFORMATION: The initial assignment for this position will be working 7:00 am – 3:30 pm Monday through Friday with Saturday and Sunday as pass days in Operations. Since the nature of the campus requires continuous service and emergencies may arise during other than normal work hours, employee in this position will be required to provide a home telephone number and be willing to accept emergency call-ins and overtime work when necessary. The successful candidate for this position will be deemed a university essential employee.

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend on the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at www2.binghamton.edu/human-resources/forms. Completed forms are to be returned to the Office of Human Resources, Binghamton University, PO Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than November 8, 2024.