

POSITION ANNOUNCEMENT

JOB TITLE	CARPENTER I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	OPERATIONS, UB NORTH
REPORTS TO	SUPERVISOR OF BUILDINGS & GROUNDS, UB NORTH
<p>SUMMARY: Carpenter I is responsible for the installation, repair, construction, assembly, layout, and modification of wooden furniture and other wooden carpentry-related fixtures. The holder of this position must be able to undertake associated trade work to ensure satisfactory completion of the work in the Operations Department.</p>	
<p>DUTIES & RESPONSIBILITIES: The holder of the Carpenter I position is required to perform a variety of tasks, including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Read blueprints, sketches, or other types of drawings in order to construct, repair, install or maintain structural woodwork, metal framework of a structure, shelving, flooring, tables, chairs, etc.; ➤ Construct, install, and repair cabinets, doors, desks, tables, frames, toilet partitions, and other wooden structures; ➤ Cut or saw boards, timbers, or plywood to the required size using a handsaw, power saw, or woodworking machinery; ➤ Install various wall, ceiling coverings, and fixtures such as sheetrock, ceiling tiles, windows, frames, wood floorings, and trims; ➤ Perform drywall, boarding, taping, and sanding; ➤ Maintain and repair ceilings and roofs, placing and changing roof shingles; ➤ Install different types of cabinet countertops such as laminate, linoleum, concrete, tile, or other types of surfaces; ➤ Install hardware on cabinets, including handles, hinges, locks, catches, and stops and make periodic checks to ascertain that window operators and door fasteners are in working order; ➤ Anchor, brace, and fasten material together to construct a wood or metal framework of a structure using bolts, nails, screws, anchor rods, steel cables, planks, wedges, or timbers; ➤ Erect scaffolding, movable and immovable staging, hoists, roof supports, cutes and various rigging to gain access to difficult areas and move furniture and equipment as necessary; ➤ Dig or direct digging of post holes and set poles to support structures; ➤ Be familiar with the use of all carpentry tools and woodworking machinery and is also able to maintain same; ➤ Obtain, before beginning tasks, all materials and tools required for execution and completion; ➤ Advise the Supervisor or Director of Operations on whether continued operation of equipment would be hazardous and report any damage or malfunctioning of furniture or fixtures; ➤ Inform the Supervisor or Director of Operations of equipment parts and supplies shortages and recommend purchases and suppliers; ➤ Call vendors to discuss the needs of parts and supplies; ➤ Assist with emergencies/disasters that may arise on campus and driving needed vehicles; 	

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- Ensure that the work environment is clean and secured safely upon the completion of a task and or at the end of the shift;
- Keep workshop areas clean and safe with materials, tools, and supplies appropriately stored and labelled.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong knowledge and understanding of construction techniques and materials are required;
- Ability to read and interpret blueprints, sketches or diagrams;
- Strong knowledge and understanding of construction safety standards and practices;
- Strong knowledge of carpentry materials, tools, and equipment;
- Good oral and written communication skills;
- Good time management and organization skills;
- Must possess excellent attention to detail;
- Must be able to work independently and as part of a team;
- Must demonstrate honesty, integrity and ethical conduct; and
- Ability to work extended and flexible hours to perform tasks in emergencies.

REQUIREMENTS:

- Follow attendance, punctuality and dress code policies as set up by the Buildings & Grounds Department;
- Clock in upon arrival and departure at the end of the shift;
- Keep a record of assignments and produce work reports as required;
- Demonstrate commitment to continuous learning by participating and completing recommended training and certificates; and
- Comply with the University's safety standards.

QUALIFICATIONS:

- BGCSE or equivalent to in English Language & Mathematics with a grade "C" or above;
- UB's Literacy/Numeracy Test – Satisfactory
- At least four (4) years of relevant post-qualification work experience

Salary Grade	TS-2
Date Published	March 23, 2023
Application End Date	March 23, 2023
Date to be Removed	April 6, 2023



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](http://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs
Subject: Carpenter I, UB North
Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Carpenter I, UB North.