



Maintenance Carpenter Job Description

Revised 12.12.22

Introduction

This standard procedure establishes and defines the basic function authority, responsibilities, duties, reporting relationships, and measures of performance for the position of Maintenance Carpenter.

General Duties: Reporting to the Operations Director and working collaboratively as a team with the Project Coordinator. The Maintenance Carpenter will provide carpentry work for new construction, improving apartments, preventive maintenance for all properties under Emmerich Properties.

MAJOR FUNCTIONS OF THIS JOB INCLUDE:

- Make repairs or replace recommendations for appliances, plumbing, HVAC, electrical, doors, windows, decks, and roofing.
- Installation of kitchen cabinets, trim, vanities and molded sink tops.
- Be able to identify and understand floor plans.
- Identify and correct hazardous conditions on the properties.
- Assess and train staff with the necessary safety and skills training.
- Encourage all levels of maintenance staff for the opportunity to be promoted.

OTHER ASPECTS OF JOB:

- Attendance is an essential job function.
- Assist with hazardous weather problems, fires, floods, freezes, etc.
- Responsible for overall organization and cleanliness of work areas and maintenance shops.

Note: This job description is not an all-inclusive list of functions and tasks. Job functions may be added, deleted, or modified at any time by your management team.

REQUIREMENTS:

- Position requires 3-5 years general property maintenance experience and at least 1-year multi-family or institutional service request experience.
- General construction aptitude and experience required.
- Must be a good role model by demonstrating honesty, moral integrity and ethical conduct with experience working as part of a team.

- Demonstrated excellent verbal and written communication skills and ability to set direction.
- High School Diploma and some college or trade school required in addition to on the job field experience.
- Must be at least eighteen years of age
- Ability to read and write clear English

CERTIFICATES, LICENSURE & REGISTRATION:

- United States Citizenship or evidence of a valid Alien Work Permit.
- Valid driver's license and good driving record

SPECIFIC SKILLS*/be able to use Equipment:*

- email, cell phones, texting, maintenance software
- Carpenter's hand tools
- Power tools/Saws
- Measure and mark cutting line on material
- Shape or cut materials to specified measurements
- Using a ruler
- Pencil/Chalk
- Appliances (general knowledge)
- Water heaters (general knowledge)

TYPICAL PHYSICAL DEMANDS:

Will be exposed to activity that requires intermittent standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/equipment), climbing ladders/stairs, and walking on rooftops. Requires manual dexterity sufficient to operate small-motorized equipment (i.e., repetitive hand/wrist, gripping and elbow motion). Must have normal range of hearing, vision, color discrimination and depth perception for proper operation and repair of machines, wiring, and equipment. Must be able to complete tasks wearing appropriate safety equipment (i.e., back belts, goggles, masks, gloves, etc.).

TYPICAL MENTAL DEMANDS:

Must be able to read and write in English at intermediate level to read diagrams, meters, instructions, write reports, etc. Must be able to apply common sense understanding to carry out instructions and plans. On a regular basis must use independent judgment (following prescribed procedures) to determine actions to be taken, priorities, emergencies, etc. Must be able to deal with moderate to high levels of stress due to deadlines, and reprioritizing activities. Will interact sometimes with tenants, suppliers, contractors, employees and coworkers and therefore, must have demonstrated excellent communication skills both verbal and written.

ENVIRONMENTAL/WORKING CONDITIONS:

Will be exposed on a regular basis to outdoor environment (i.e., heat, cold, damp, rain, etc.). Will also have light to moderate exposure to injuries (i.e., chemicals, electrical, machinery, tools, lifting, etc.). Will be exposed to some low-level noise when using power tools. Hazards can be eliminated with proper lifting techniques, MSDS and general safety training and wearing of proper safety equipment.

Will be called upon to work some overtime and occasional service calls after hours schedules.

Acknowledge:

I have reviewed and understand the above job description and believe it to be accurate and complete. I also agree Emmerich Properties retains the right to change this job description at any time.

Employee	Date
Emmerich Properties Representative	Date
