



## MASONIC VILLAGE POSITION DESCRIPTION

Position Title: Maintenance Carpenter

FLSA Status: Non-Exempt

Department: Facility & Maintenance / Security & Safety

Supervisor Title: Maintenance Manager

### I. POSITION OBJECTIVE

Perform carpentry related building maintenance repairs, renovations and projects in a timely, efficient and professional manner.

### II. ORGANIZATIONAL COMPETENCIES

#### Serving Others

- Listens to their customers to identify and clarify their needs.
- Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
- Maintains a beneficial working relationships with all of our customers through continued communication.
- \*Customer is defined as resident, families, co-workers and vendors.

#### Teamwork

- Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages' goals.
- Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
- Provides timely, constructive, and respectful feedback to the team and team goal(s).
- Assists co-workers in the completion of tasks.

#### Trust and Respect

- Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.

- Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
- Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

### **Personal Accountability**

- Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
- Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

### **Personal Responsibility**

- Takes ownership of his/her actions and words.
- Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
- Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
- Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
- Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
- Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

<h2><b>III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES</b></h2>
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1. Performs interior building repair and installation including but not limited to; framing, drywall, casework, counter tops, flooring, acoustic ceilings, shelving, picture hanging and trim work.
2. Performs exterior building repairs and installation including but not limited to; doors, windows, siding, fascia, soffits, roofs, garage doors and wood trim.
3. Performs and coordinates renovations in various building types.
4. Performs painting, staining, surface preparation and wall coverings.

5. Repairs and installs interior and exterior signs including but not limited to; offices and roadways.
6. Repairs and installs office and general furniture.
7. Maintains work areas and vehicles in an orderly and clean manner, maintaining a safe work place. Performs tasks in a safe manner. Insures the proper care and use of tools, equipment and supplies.
8. Maintains professional growth and development by attending educational, technical and training programs, seminars and courses.
9. Maintains an accurate record of time for cost distribution and payroll.
10. Completes computerized maintenance management system (CMMS) generated work orders and provides clear documentation of work as required. Generates work orders for additional work or tasks identified in the field and completes or submits them as appropriate.

#### **IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

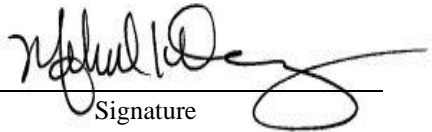
1. High school graduate or equivalent.
2. Three or more years' experience as a Carpenter or an equivalent combination of experience and technical training.
3. Must be able to set up and safely work from ladders, scaffolding and lifts.
4. Valid Pennsylvania Driver's License.
5. Good written, oral, organizational, and computer skills.

#### **VI. PHYSICAL JOB REQUIREMENTS**

**See PHYSICAL JOB REQUIREMENTS CHECKLIST IN HUMAN RESOURCES**

## VII. APPROVALS FOR POSITION DESCRIPTION

Michael Katzenmoyer  
Name (Please Print)

  
Signature

Director of Facilities & Maintenance  
Title

\_\_\_\_\_  
Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*