

# GLYNWOOD

## Job Description

Job Title: Carpenter

Reports To: Director of Facilities

FLSA Exemption Status: Nonexempt

Position Type: Temporary - Part time (32 hours per week)

Regular Work Hours: Schedule to be arranged with the Director of Facilities on a monthly basis.

Last Updated: 06/19/2019

Location: Cold Spring

### **Job Summary**

The Carpenter, as directed by the Director of Facilities, carries out projects and maintenance aimed to improve the overall function and aesthetics of Glynwood's 250-acre property and 19 buildings.

### **Essential Job Duties**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Develop proficiency with SmartSheet software and check in regularly with Director of Facilities to prioritize and respond promptly to maintenance requests.
- Manage maintenance spreadsheets for all Glynwood vehicles and equipment.
- As requested by the Director of Facilities, work with contractors and property staff to schedule maintenance of and repairs to major mechanical systems including but not limited to:
  - Main House sprinklers and elevator
  - HVAC systems
  - Emergency generators
  - Alarm systems
  - Water and waste treatment systems
- Perform new construction and repairs as needed for farm and facilities operations.
- Monitor condition of roads and drains.
- Assist with driveway repair and snow plowing when necessary.
- On call to help resolve problems or emergencies associated with any activity on site.
- Work with Director of Facilities to monitor annual maintenance budgets.

## **Competencies**

- Ability to work with Glynwood employees in a collegial manner.
- Ability to work alone or as part of a team.
- Strong organizational skills.
- Strong supervisory skills.
- Ability to work with limited supervision.
- Ability to physically perform construction work.
- Ability to operate farm and landscaping vehicles.
- Strong carpentry, plumbing, electrical, and mechanical skills.

## **Supervisory Responsibility**

- This position requires working closely with property crew members including the Site Manager and two property assistants.

## **Administrative Responsibility**

- Ability to learn web-based software required for the job and for administrative purposes.
- Basic ability to use a computer upon hiring. The Carpenter is expected to develop proficiency in
  - Google suite
  - Word
  - Excel
  - Sketch-up
  - Smartsheet
- Participate in the Farm and Property meetings.
- Participate in the delivery of safety training as needed.

## **Physical Demands**

The physical requirements for this position include:

- Lift and move materials.
- Operate power tools.
- Perform physical activities as needed for building and equipment maintenance.
- Work outdoors in adverse weather conditions.

## **Travel and Weekend Work**

- No overnight travel required.
- Local travel occasionally required for purchasing supplies and equipment, or for attending meetings at other locations.

## **Required Education and Experience**

- High school diploma
- Minimum five years of general construction and maintenance work

- Project management experience
- Staff management experience

### **Preferred Education and Experience**

- Associate's degree or post-high school technical training

### **Additional Eligibility Qualifications**

- Valid US driver's license in good standing
- Provable eligibility to work in the USA

### **Special Requirements and Compensation**

- The Carpenter's position requires participation in off – hour events such as 'Farm and Family Day" and the yearly Gala fundraiser.
- Overtime pay begins after 40 hours have been worked during the week. Except in the case of on-call work, overtime may not be worked without the permission of the Director of Property.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with notice.

### **Miscellaneous**

Employment at Glynwood is "at will". Background checks are required for the final candidates.

Glynwood is an Equal Opportunity Employer and strongly encourages diverse candidates to apply.

To apply, send your resume, cover letter, and references to: [jobs@glynwood.org](mailto:jobs@glynwood.org). In the subject line, please indicate Carpenter.