

Blue Collar Description**Headquarters
Maintenance
Carpenter Grade 13
Class Code 998612**

Working Procedure: Coordinates, plans and performs MDT facilities maintenance and construction work within a maintenance division. Performs contract administration in conjunction with major repairs, remodels, new construction and upgrades of MDT facilities. Works with headquarters facilities maintenance division.

Must be abreast of technology changes to operate and maintain facilities efficiently as possible. Completes and submits Facility Condition Assessments to assess repair and construction needs. Makes recommendations regarding construction, maintenance and repairs of all facilities within the maintenance division. Determines repair estimates based upon current state and local codes within budget guidelines. Responsible for inventory of assets and supplies. Completes and maintains other required documentation for the Maintenance Division.

Must have extensive knowledge of building construction practices and have the ability to comprehend and adhere to construction plans, shop drawings, wiring schematics, and specifications. Performs a variety of work in design, drafting, planning, estimating, and project management to repair, maintain and construct MDT facilities. Inspects building and project sites for underground utilities and encroachments.

Must have the ability to troubleshoot complex building systems. Repair and maintain plumbing, electrical, high and low voltage control circuits, boilers, HVAC systems, automated building control systems, well and pumps, overhead doors, locks and fire suppression systems. Maintain and repair advanced level 2 septic systems and water treatment equipment per DEQ Standards.

Plans and assigns on-site work procedures. Informs supervisor of unusual problems or of additional material, manpower, or equipment needs. Completes, analyzes and adjusts inventory and inputs daily work into the Equipment Vehicle Maintenance Management System (EVMMS).

This position trains, mentors, and monitors others. Must communicate effectively with building occupants, the general public and other local and state agencies.

Performs all other duties as assigned.

Tools and Equipment: Must be able to operate all hand and power tools, measuring gauges and instruments, sophisticated electronic and other diagnostic equipment including computers, all welding and cutting equipment, specialty plumbing and electrical tools, machining and metal fabrication equipment, fork lifts, loaders, trucks, heavy and light duty equipment, safety equipment, lifts and cranes, service manuals, diagrams and schematics.

Materials: All varieties of building construction trade materials, asbestos and other hazardous materials.

Source of Supervision: Mechanic Maintenance Supervisor, Maintenance Superintendent, or designee.

Working Conditions and Physical Demands: Must be able to perform physical activity in lifting, carrying and/or operation of tools, equipment and materials (greater than 50 pounds).

The work is generally performed in an environment with exposure to hazardous materials and possible adverse weather conditions. Travel in all weather conditions and work independently. Works in mechanical rooms, rooftops, grounds and throughout all facilities. Must work off ladders and high places. Works in close proximity to electrical, water, waste and gas service supply systems. The position is subject to emergency callouts.

Education, Trade Knowledge and Experience: Requirements to perform the duties of this position are journeyman level rating with four years of experience working in the electrical, plumbing and/or carpentry trades. Graduation from an accredited vocational trade school in any of these fields may be substituted for two years' experience. Requires considerable knowledge of math and the ability to effectively communicate verbally and in writing.

Necessary Special Requirements: Forklift certification must be obtained within 3 months after hire. Class 3 Boiler License within 12 months of hire.

Successful applicant must have a telephone or be reasonably accessible to the work headquarters.

The above statement reflects the general detail considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent to that job.