



HARBOR VIEW

MARTHA'S HOTEL VINEYARD

Title:	Carpenter
Department:	Engineering
Reports to:	Director of Engineering
Status:	Non-Exempt
Supervises:	n/a
Date Revised:	10.25.19

Summary:

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures and furniture in attractive and safe condition.

Primary Responsibilities:

- Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders
- Select material and hardware and make time and materials estimates
- Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
- Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures
- Assist with the installation and moving of portable buildings, including constructing steps, installing underpinning, etc.
- Receive and complete work orders
- Maintain accurate records on material and labor used
- Inspect jobs upon completion and ensure areas are clean and remove scraps and lumber as needed
- Respond to emergency calls as needed
- Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects
- Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.

Safety Responsibilities:

- Perform preventive maintenance on tools and equipment
- Operate tools and equipment according to established safety procedures
- Ensure that equipment is in safe operating condition
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

Qualifications Required:

- Knowledge of equipment, materials, methods, practices, and tools used in carpentry Ability to use hand and power tools
- Ability to follow written and verbal instruction Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations Ability to work independently

Qualifications Desired:

- Five years experience as skilled carpenter
- Previous guest relations training
- Experience in hospitality industry in similar position
- High school graduate

Experience Required:

- Ability to continuously stand and walk
- Occasional sitting for completion of paperwork
- Ability to push/pull cart as needed
- Ability to lift or move objects up to 50 lbs
- Standing and walking is continuous for 4-5 hours at a time
- Standing, walking, bending, kneeling, and ascending and descending stairs are repetitive movements

Physical Demands:				
	Not Required	Occasional	Frequent	Constant
Speaking			X	
Walking				X
Standing				X
Sitting		X		
Reaching				X
Climbing			X	
Keying/Typing		X		
Bending				X
Pulling			X	
Pushing			X	
Hearing				X
Lifting			50 Lbs	