



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: CARPENTER

Position Summary: The Carpenter reports directly to the Maintenance Supervisor. This position consists of completing building maintenance and construction projects campus wide. The Carpenter is expected to provide the knowledge and skills necessary to create a safe, working environment for all persons occupying the various facilities. The Carpenter receives assignments orally and through written instructions, via the FMX work order system. The Maintenance Supervisor or an Administrator will review all work performed by this position.

Experience/Qualifications:

- Responsible for performing carpentry services on minor construction and remodeling projects (e.g. furniture, cabinets, floor tile, carpet, and painting).
- Conduct building inspections and identify needed repairs.
- Ability to learn the existing *BEST Access System* to create or duplicate keys and cores.
- Respond to emergency situations during and/or after hours.
- Service locks and accessories as assigned (e.g. panic bars, latches, door closures, hinges, etc.) for the purpose of ensuring safety and security.
- Transport equipment and supplies necessary for each project.
- Ensure compliance with all building and safety codes
- Read and interpret blueprints, diagrams, and schematics.
- Make recommendations to the Maintenance Supervisor and/or Administrator as needed in order to maintain a secure environment.
- Order supplies and equipment as needed to complete tasks and assignments.
- Complete and close out work orders in the FMX Work Order System in a timely manner.
- Fulfill related duties as assigned.

Required Knowledge, Skills and Abilities:

- High school diploma or general education degree (GED) required.
- Some apprenticeship training preferred.
- Forklift certification preferred.
- Ability to utilize ladders and scaffolding.
- Excellent problem-solving and customer service skills.
- Basic knowledge of computer operation for use the FMX work order system.
- Ability to climb, stoop, balance, crouch, crawl/kneel regularly.
- Self-motivated with strong ability to follow instructions and work alone, but also be able to work effectively within a team.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change in accordance with the needs of the Human Resources Department; other duties may be performed as assigned.

Date of Position Opening: **January 25, 2021**

Application Deadline: **OPEN UNTIL FILLED**

Salary: \$34,000.00

Mail Documents to: **Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174**

Fax Documents to: **(601) 977-7866**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**

HR/03/07/18