



Job Title: Carpenter (Local Union)
Department: Facility Management
Reports To: Assistant Facility Manager

POSITION SUMMARY:

This is a skilled hourly position with the responsibility to maintain the carpet, doors, hardware and all wood products in the facilities. Accountability is to the Facility Manager.

DUTIES:

- Maintain/repair doors and hardware.
- Maintain/repair carpet.
- Maintain/repair setup equipment, i.e., tables and chairs.
- Renovate designated areas in the facility.
- Maintain/repair bleacher units and stadium seating.
- Repair drywall.
- Repair holes in concrete
- Replace ceiling tiles
- Repair broken lockers
- Repair restroom fixtures

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Must demonstrate top quality journeyman skills per Carpenters union standards
- Ability to competently operate woodworking equipment

EDUCATION/EXPERIENCE:

- High school diploma and/or General Education Degree(GED)
- Journeyman status with Local Carpenters Union

MATHEMATICAL SKILLS:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- Ability to perform calculations using units of weight, measurement, volume and distance

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory duties

PHYSICAL DEMANDS and WORK ENVIRONMENT:

- Constant standing and walking
- Frequent sitting, pulling hand over hand and repetitive twisting or pressure involving wrists or hands.
- Occasional lifting up to 100 pounds
- Climbing stairs, climbing ladders, stooping, kneeling, repeated bending and reaching high/low/levels.
- Working both inside and outside the facility

Anyone interested in applying for this position should submit a resume or application to the Human Resources office no later than Friday, February 15, 2019.

Address:

Human Resources

Indiana Convention Center & Lucas Oil Stadium

100 South Capitol Ave

Indianapolis, IN 46225

10/2/2018