



NOTICE OF VACANCY

Carpentry Technical Support Staff (Full-Time Position)

Reports To: Director of Facilities Management, Moorhead Campus.

Job Purpose: The job of General Maintenance & Carpentry was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting other skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

Essential Functions

- Construct, erect, install, or repair structures, components, or fixtures of wood, plywood, wallboard, etc. including doors, hardware, windows, glass, screens, ceilings, flooring, interior and exterior trim, gutters, roofing, and waterproofing, by using hand tools and power tools.
- Interpret blueprints, diagrams, sketches, and job specifications.
- Install forms, pour and finish concrete.
- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Cleans up work area or job site ensuring safe and efficient working conditions.
- Floats drywall and performs interior and exterior painting.
- Assists other skilled maintenance workers with projects (transporting and/or securing materials, completing specific task, etc.) for the purpose of completing projects in a safe, efficient manner.
- Maintains a clean work area for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Coordinates with other skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of general and semi-skilled maintenance activities.
- Prepares written materials such as work orders and material lists.
- Repairs furniture and building system components for the purpose of ensuring a safe working condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee is expected to perform other duties as assigned by the Facilities Management supervisor, and necessary for the effective operation and maintenance of Mississippi Delta Community College.

Work Conditions

- Must be able to work in extreme conditions, i.e. excessive heat, extreme cold, rain or snow.
- Could be in excess of 80% building grounds and may be less than 20% heated/cooled environment.
- Must focus on multiple tasks simultaneously.
- Must be willing and able to work in all areas of the building, or outdoors in all seasons.
- Operates power tools and equipment. Will be required to work evenings and weekends according to the needs of the center.
- Erect and work from ladders, scaffolds, swing stages, boom trucks, and similar devices.
- Contributes to the overall success of the campus by performing all other related duties as assigned

Job Requirements/Qualifications –

- High School diploma or equivalent
- Six (6) years of commercial, industrial, or residential experience
- A valid Mississippi Driver's License
- Applicant must possess knowledge of methods, materials, tools, equipment, occupational hazards, and safety precautions of the trade.
- Knowledge of applicable building codes, rules, and regulations.
- Ability to exercise tact and discretion with students and the public, including reasonable standards of personal appearance.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**online only**)
2. **Official** College Transcript(s)
3. Current Resume
4. Consent Form
5. Authority to Release Information Form (**for background check**)

Applications can be found on the MDCC website, www.msdelta.edu/human-resources

APPLICATION DEADLINE

Internal/External – Until Filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Director of Institutional Research and Planning, Boggs Administration Building, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.