Amherst has taken a leadership role among highly selective liberal arts colleges and universities in successfully diversifying the racial, socio-economic, and geographic profile of its student body. The College is similarly committed to enriching its educational experience and its culture through the diversity of its faculty, administration and staff.

Job Description:

Amherst College invites applications for the Carpenter position. The Carpenter is a full-time, year-round position, starting at $23.67 per hour - commensurate with experience. Given Amherst's distinction as one of the most diverse liberal arts colleges in the country, the successful candidate will demonstrate the ways in which they bring value to and will work towards supporting a broadly diverse community.

The Carpenter supports Building Trades efforts to maintain a safe and secure environment for our diverse campus residents and employees. The Carpenter performs repairs, installations, alterations, new construction, and maintenance work in various structures throughout the campus. In addition, the Carpenter coordinates with Conferences and Special Events, Special Services, and other departments to support events.

The position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed. In addition, must respond to emergency calls and be available for call-ins on nights and weekends as well as for scheduled events.

Summary of Responsibilities

Repair, Installation, and Maintenance

- Windows, doors, railings, porches, stairs, patios, walkways, plaster, and drywall.
- Existing cabinets, fixtures, and casework throughout campus by making and/or matching custom moldings, sashes, balusters, hardwood floors, solid surface bathroom components, custom wood, panel ceilings, and ceiling tiles.
- Find and eliminate entry location for pests, move contents of offices, install paper towel dispensers, toilet paper hangers, soap dispensers, feminine napkin dispensers, waste containers, and repair bathroom partitions.
- Maintain and preserve new and renovated buildings by performing regular inspections.
- Repair roofs, gutters, windows, and doors, and diagnose water infiltration.
- Maintain building envelope systems.
- Respond to emergency maintenance calls for administrative and residence halls across campus.

New Construction

- Build and install walls, sheetrock, ceilings, and other building elements such as new bookshelves and casework.
- Construct and modify ergonomic workstations, and renovate existing workspaces.
- Effectively communicate and collaborate across a diverse community.
- Provide input to Design & Construction staff regarding construction documents as well as material selection and durability.
Event Support

- Assist with the set-up and preparation for events.
- Create functional and creative elements for events including managing set-ups, installations, and takedowns.

Qualifications

Required:

- High school or vocational high school diploma, or equivalent.
- A valid driver's license and successful credentialing is required in order to operate college vehicles.
- Massachusetts Construction Supervisors License.
- 3 - 5 years of experience in residential or commercial construction, including experience with rough and finish carpentry, window and door installation, roofing, siding, and other materials.
- Strong written and verbal communication, organizational, problem solving, and time management skills.
- Attention to detail.
- Experience with or commitment to working with a diverse community.
- An acceptable criminal offender records information (CORI) check.
- Successful completion of a pre-employment physical/lift test.
- Basic computer skills, to include processing of electronic work orders, online purchases, and procurement reconciliation.

Preferred:

- More than 5 years of experience.
- Capable of taking a leadership role in a team environment.
- Work history of increasing responsibility.
- Capable of both installing new materials efficiently as well as diagnosing / troubleshooting problems with existing buildings, including complicated scenarios of water infiltration, condensation, HVAC, or plumbing leaks (working with those trades to resolve issues).

Amherst College offers many opportunities for professional growth and development, continued learning, and career advancement.

Amherst College requires all employees to be fully vaccinated for COVID-19 (medical and religious exemptions may apply).

Amherst College is pleased to provide a comprehensive, highly competitive benefits package that meets the needs of staff and faculty and their families. Benefits are an important part of our overall compensation, so it is critical that you review all of the options to ensure it meets your total compensation requirements. Click here for Benefits Information.

Interested candidates are asked to submit a resume and cover letter online at
https://amherst.wd5.myworkdayjobs.com/Amherst_Jobs. **Please be sure to upload all requested documents prior to clicking Submit. Applications cannot be revised once submitted. (Current employees and students should apply by clicking on the Career icon from their Workday home screen)** Review of applications will begin immediately and will continue until the position is filled.

To find information about job group and level (JGL) follow this link.

Apply Here: [https://www.click2apply.net/JK5PBWSQmAPPgsapWU2bOj](https://www.click2apply.net/JK5PBWSQmAPPgsapWU2bOj)

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