POSITION SUMMARY: This position has responsibilities for the daily activities related to the maintenance, repair and alteration of all structures on the UW-Superior campus. This position reports directly to the Facilities Superintendent for general direction and policy decisions. This position also serves as the backup Locksmith and is required to respond to after-hours emergency calls.

A. Perform building maintenance repairs, renovations and preventative maintenance to campus buildings
   - Perform semi-annual inspections of all campus building roofs and prepares condition reports for state system use.
   - Make repair to roofing, flashing, masonry walls, parapet walls, copings and other building envelope details.
   - Install and repair interior walls and partitions consisting of wood or steel studs with gypsum wallboard and/or paneling.
   - Install and repair tile floors, wood doors and frames, door hardware, windows and window frames and hardware.
   - Install and repair suspended and/or gypsum board ceilings.

B. Performs a variety of design functions for new or altered campus structures.
   - Lay out modifications to existing buildings involving walls, doors, windows, ceilings and flooring.
   - Design wood cabinetry to fit existing space or to meet the needs of other campus departments.
   - Assist other crafts in building maintenance in the design and layout of lighting, plumbing and other construction necessary to provide a complete and usable facility.
   - Estimate construction costs for a variety of projects and work orders.
   - Make recommendations to the Director of Facilities Management, Facilities Superintendent, other crafts, and campus departments on materials and construction methods.
   - Review drawings prepared by Architect/Engineer firms for campus projects and make recommendations for changes to the design.

C. Fabricate and install custom and pre-manufactured cabinets and counter tops.
   - Work with customers in the design and layout of custom cabinets, furniture and counter tops.
   - Custom construction and installation of wood cabinets and counters including plastic laminate, epoxy, solid surface and stone tops.
   - Assemble and install pre-manufactured cabinets and furniture.

D. Coordinate and determine correct specifications for all on-campus signage
   - Layout and engrave plastic and wood signs.
   - Design and utilize the vinyl cutter to create signs.
   - Work with vendors to provide and install custom signage.
   - Assist in determining campus signage policy and needed upgrades for proper codes.
E. Coordinate and perform concrete work
   - Determine grade and layout for concrete work such as slabs and sidewalks.
   - Set concrete forms, pour and finish concrete.
   - Oversee contracted concrete work on campus.

F. Assist in door, window and lock repairs
   - Assist the locksmith in new door installations and repairs to existing doors.
   - Assist in lock and window repairs when necessary.
   - Handle all lock related issues during Locksmith’s absence including; rekeying locksets, installing levers, locks and deadbolts, installing door hardware and modifying doors to accept locks.

G. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of roof structures and ability to identify material failures.
- Skilled in roofing and masonry.
- Ability to recommend methods of repair or application.
- Knowledge of construction standards and applicable State of Wisconsin building codes, cabinet design, and construction methods.
- Ability to operate and care for a variety of power tools such as saws, planers, jointers, routers, etc.
- Knowledge of Job Safety and Occupational Hazards.
- Ability to maintain a positive work atmosphere by behaving and communicating in a cooperative manner with customers, students, co-workers and supervisors.
- Possession of a valid driver’s license and the ability to operate state owned vehicles.
- Knowledge of various types of lock and door hardware and ability to make repairs.
- Ability to pass Pre-Employment Job Function Assessment and Criminal Background Check.

PHYSICAL REQUIREMENTS:

- Requires possible heavy lifting to OSHA standards of 50 pounds and at times 50 pounds above the shoulders.
- Must be able to bend, stoop, kneel and climb up and down without any impairment.
- Ability to safely climb, work on and operate step and extension ladders, mechanical lifts, and work/scaffold platforms, and to follow all safety regulations associated with them.
- Requires working outdoors exposed to all weather conditions.
- May expose worker to sounds and noise that are distracting and uncomfortable.
- Requires the wearing of special work clothing and common protective or safety attire or equipment as directed by department guidelines and/or supervisor.

MINIMUM QUALIFICATIONS:

- 4 years’ carpentry experience

PREFERRED QUALIFICATIONS:

- Lift certified