

Carpenter/Locksmith

Description:

The Carpenter/Locksmith is a dual-role maintenance position that reports to the Director of Facilities and the Foreman of Building and Grounds. The Carpenter/Locksmith shall complete work assignments relating to all aspects of the carpenter and locksmith trades. This includes but is not limited to designing, constructing, and repairing building frameworks including walls, floors, and door frames. Install and repair fixtures such as doors, cabinets, windows and furniture. Install, repair, and maintain locks, deadbolts, and other security devices. Rekey locks and provide key duplication services.

Qualifications:

- Relevant certifications or experience in carpentry, locksmith, and general maintenance.
- Performs assignments using basic principles of carpentry, locksmith, and general maintenance in accordance with building codes and safety regulations.
- Oversee the maintenance of all shop equipment and other responsibilities assigned.
- Direct and assist assigned personnel.
- Maintain an accurate record-keeping system related to the purchasing of items related to carpentry, locksmith, and general maintenance.
- Also, have a brief understanding of the MPS Building and Grounds Maintenance Platform systems
- Proven experience as both a carpenter and locksmith.
- Strong understanding of carpentry/locksmith techniques and materials.
- Proficient in using hand tools related to both carpentry and locksmithing.
- Excellent problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Good communication and customer service skills.
- Ensure compliance with building codes and safety regulations.