



Avon Old Farms School

EMPLOYMENT OPPORTUNITIES

Date Posted: 07/07/2010
Job Title: **Tradesperson**
Job Classification: Staff Position /Full time
Monday – Friday
FLSA Status: Non-exempt
Reports to: Assistant Director of Facilities

General Duties/Responsibilities:

The Trades position is responsible for all general maintenance and repair for the Avon community. This position requires a good working knowledge of all aspects of general carpentry work. This person must be able to work well on ladders and or scaffolding and be physically able to routinely lift and move heavy objects. Due to the unique design of many of our older buildings all carpenters must be able to work well with hand operated tools not commonly used in today's construction. All carpenters must possess the ability to understand and work from blueprints and design documents.

Specific Responsibilities:

- Perform all types of general carpentry work and repairs. This includes but is not limited to, demolition, rough framing, drywall, insulation, trim, misc. general carpentry repairs.
- Schedule and perform routine maintenance requests.
- Regularly perform furniture repair and refinishing in shop.
- Prep and paint required areas.
- Assist other carpenters and tradespersons on projects.
- Window and glass replacement and repair.
- Perform daily tasks as directed from the Supervisor.
- Process work requests through electronic maintenance system (School dude)
- Perform all work in a safe, neat, conscientious and professional manner.
- Maintain proper level of cleanliness of school provided work vehicle and work area.
- Report concerns, damage to school property and inefficiencies to supervisor.

Professional Requirements to perform the job successfully

General duties as necessary

- Assist other maintenance staff members with projects.
- Work with outside contractors as necessary.
- Assist with set-ups for special events or campus activities.
- Assist with unloading cargo from delivery trucks.
- Assist with snow removal operations.
- Run errands to pick up supplies or equipment.
- Availability for off-hours emergencies.
- Clearing snow and ice from walks stairs and pathways as needed.

The successful candidate for this position should have the ability to:

- Demonstrate proper judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Valid Connecticut driver's license.
- Ability to perform repetitive hands and arms motion.
- Ability to work overhead for extended periods of time.
- Ability to routinely lift, carry and walk with objects or tools weighing up to 50 pounds.
- Ability to occasionally lift, carry and walk with objects or tools weighing over 50 pounds.
- Ability to bend, crouch and kneel, sometimes for extended periods of time.
- Ability to work in a variety of climactic conditions such as rain, snow, hot and cold weather.
- Ability to regularly work from ladders and scaffolding.
- Ability to work from high lifts.
- Ability to schedule, coordinate and complete work in a timely fashion.
- Ability to interact and communicate professionally with all school community members and all outside contacts and contractors.
- Have general computer knowledge.
- Ability to follow quality standards, work independently, and flexibly.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Avon Old Farms School does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, or national or ethnic origin in the administration of its policies and programs. Candidates are selected by their qualifications to meet the needs of the position.

Please submit cover letter and resume to:

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