



Position Title: **Carpenter**

Last Updated: May 2026

Reports To: Director of Facilities

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Actual hours assigned per the needs of the Facilities Department
Monday through Friday-Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description:

Constructs, erects, installs, and repairs structures and fixtures as needed to maintain and improve school facilities.
Assists other trades and other departments as needed to meet the requirements of the institution.

Essential Functions:

- Troubleshoots problems and repair school property as assigned
- Selects specified type of lumber or other materials; prepares layout
- Builds, repairs, and installs counter, cabinets, benches, partitions, floors, doors, building framework and trim
- Shapes materials to prescribed measurements
- Assembles materials, and fastens them together with specific medium (nails, glue, screws, dowels, etc)
- Erects framework for structures (steel stud and wood framing) and lays subflooring materials
- Lays hardwood, parquet and other types of wood floors
- Installs and finishes drywall
- Builds stairs, install partitions, and constructs cabinetry
- Applies shock-absorbing, sound-deadening, and decorative materials to ceilings and walls
- Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim
- Installs and repairs finish hardware, such as locks, door closers, and kick-plates
- Installs glass in windows, doors, and partitions
- Replaces damaged ceiling tile, floor tile, and wall surfaces
- Erects scaffolding and ladders for assembling structures above ground level
- Formulates and communicates proposals for potential construction projects that enhance, improve and/or renovate any campus property or area
- Maintains organization and cleanliness of carpenter shop and project sites in conjunction with other trades on multi-trade projects
- Maintains organization of school provided tools to ensure their performance integrity
- Performs all work in a neat, safe, energy conscious and professional manner
- Reports all equipment, system and work site safety concerns to Maintenance Manager
- Coordinates work with other tradesmen to minimize conflicts and insure timely completion of assigned tasks
- Assists other tradesman when necessary and work with other departments when assigned by the Maintenance Manager to insure the overall safety and smooth operation of the school

Additional Responsibilities:

- Participates in snow removal when necessary
- Assists with set ups for School functions as deemed necessary
- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed/assigned by the Director of Facilities
- Respond to off hours maintenance emergencies as required

Qualifications:

- Three years' experience in a similar capacity preferably with direct knowledge of independent schools
- Must have a good working knowledge of modern materials, installation methods and tools of the trade
- Must be able to work on ladders, staging, scaffolding, and lifts to a height of 60 feet and work in confined spaces
- Must be able to work intuitively and independently as well as part of the Facilities team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Ability to understand verbal and written instructions.
- Ability to read blueprints and perform layout work
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Knowledge of and ability to effectively use tools of the trade
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license
- Possess a Massachusetts Hoisting License (1C Forklift/Highlift, 2B backhoe/loader a plus)
- Massachusetts Construction Supervisors License a plus
- 2 Hour Asbestos Awareness training a must (Williston will provide training), 16 hour emergency removal a plus
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Can remain in a stationary position for extended periods of time, i.e. Standing/sitting
- May need to bend, lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Will use of hands and fingers for manipulation and using tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Climbs step stools, ladders, staging, or man lifts to a height of 20 feet.
- Has the ability to carry full trash containers or other equipment, and supplies.
- Has the ability to perform physical labor such as moving furniture, equipment, lifting, and carrying bulky or heavy items

Working Environment:

- While performing the duties of this job, the employee may be regularly exposed to work near moving parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.