

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Carpenter I  
GRADE: 6  
REPORTS TO: Lead Carpenter

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Carpenter I builds, alters, installs, repairs and maintains offices, fixtures and equipment for the House of Representatives.

**NATURE AND SCOPE:** The primary responsibility of the Carpenter I is to update and maintain the interior of the House Office Building and the Capitol Building. Activities include building cabinets, shelves, picture frames and furniture. Also included in the primary responsibilities is the preparation for painting, finishing, and decorating of walls surfaces in the Anderson House Office Building and the Capitol. Duties also include but are not limited to the installation of Capitol Building modular walls/partitions, installation of ceilings, carpeting and floor materials. Required skills may include the design layout, assembly and installation of cabinets and/or furniture.

This job requires knowledge of the principals, practices, procedures, materials and tools of the trade of carpentry.

#### PRINCIPAL ACCOUNTABILITIES:

1. Build frames and creates specialty matting for tributes, bill signing, and pictures.
2. Hangs pictures upon request from member offices.
3. Repairs restoration furniture for the offices located in the Capitol Building.
4. Picks up materials used by the Carpenter Shop.
5. Other duties as assigned.

**JOB QUALIFICATIONS:** Associates degree, and/or equivalent position related experience.