

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Carpenter II
GRADE: 7
REPORTS TO: Lead Carpenter

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

NATURE AND SCOPE: The primary responsibility of the Carpenter II is to update and maintain the interior of the House Office Building and the Capitol Building. Activities would 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 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. Hanging and finishing of drywall in the building when damage or alterations are made.
2. Installation of metal studs.
3. Installation of ceiling grid and tile.
4. Installation of carpet and floor tile.
5. Preventative maintenance of all Carpenter Shop tools and machinery.
6. Builds specialty furniture and cabinetry for the House Office Building and Capitol.
7. Other duties as assigned.

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