

# MICHIGAN HOUSE OF REPRESENTATIVES

## POSITION DESCRIPTION

POSITION: Lead Carpenter  
GRADE: 9  
REPORTS TO: Facilities Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Lead Carpenter manages the activities of the Carpenter Shop to provide the carpentry and painting work necessary to maintain offices in the House Office Building and the Capitol.

**NATURE AND SCOPE:** This position has supervisory responsibility for a staff that has a variety of carpentry expertise.

The primary responsibility of the section 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.

The Carpenter Shop is responsible for the on-going maintenance and preservation of the Capitol Building specific to the House Chamber, committee rooms, and Member offices. This job requires knowledge of the principals, practices, procedures, materials and tools of the trade of carpentry.

### PRINCIPAL ACCOUNTABILITIES:

1. Builds, repairs and maintains House office walls, partitions, doors and furniture.
2. Build cabinets, desks, bookcases and other required items often to specifications
3. To execute all assigned work activities in conformance with MIOSHA.
4. Coordinate, distribute, and supervise various tasks and projects until completion.
5. Maintain and document time and materials on House work order program.
6. Other duties as assigned.

**JOB QUALIFICATIONS:** Associates degree, and/or equivalent position related experience. Prior supervisory experience is preferred.