

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Craftsman Technician	FLSA status:	Non-Exempt
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DEPARTMENT:	Maintenance	REPORTS TO:	Facilities Director
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Position summary: Under direct supervision, this position performs carpentry work required in the maintenance and construction of plant and office buildings and equipment.

Position responsibilities:

- Receives work orders from Facilities Director and prints or sketches for the job. Makes sketches showing construction details for the job. Estimates material requirements and tools or equipment needed to perform job.
- Sets up and operates wood working tools to cut, form and finish material for the job. Erects or dismantles structures, repairs or refinishes walls or structures.
- Installs wood and/or metal parts. Installs glass or replaces broken glass as required. Erects or dismantles roofing and/or siding.
- Maintains maintenance shop equipment.
- May do touch up or incidental painting after structure repairs.
- Work within the maintenance department assisting the Facilities Director in other duties.
- Perform miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Completion of formal apprenticeship program or completion of training program to satisfaction of Facilities Director.
- Ability to work in noisy and hot environments.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

Physical Demands and Work Environment:

- Work is normally performed indoors; sometimes required to climb onto rooftops for installation/repair.
- Considerable physical effort of hands and arms required; the employee must occasionally lift and/or move objects with considerable weight.
- Injury exposure could be severe cuts and bruises.
- Works in overhead structures and around and beneath machinery.
- May be required to return to work when major problems are encountered on off-shifts or weekends.