

## INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

**JOB TITLE:** Carpenter (Local Union)  
**Department:** Facility Management  
**Reports To:** Assistant Facility Manager

**POSITION SUMMARY:** This position maintains the carpet, doors, hardware and all wood products in the facility. Accountability is to the Assistant Facility Manager.

### **DUTIES:**

- Maintain/repair doors and hardware.
- Maintain/repair carpet.
- Maintain/repair setup equipment, i.e., tables and chairs.
- Renovate designated areas in the facility.
- Maintain/repair bleacher units and stadium seating.
- Repair drywall.
- Repair holes in concrete
- Replace ceiling tiles
- Repair broken lockers
- Repair restroom fixtures

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions. Must be available to work overtime.

### **EDUCATION/EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to correctly calculate angles and measurements.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out simple written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:**

- Journeyman status in the Carpenters Union
- Ability to competently operate woodworking equipment.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory duties.

### **PHYSICAL DEMANDS and WORK ENVIRONMENT:**

This position requires constant standing and walking with frequent sitting, pulling hand over hand and repetitive twisting or pressure involving wrists or hands. Occasional lifting up to 100 pounds, climbing stairs, climbing ladders, stooping, kneeling, repeated bending and reaching high/low/levels. Working conditions require working both inside and outside the facility.

Revised 10.31.11