



Posted Dates: 4/19/2024 – 5/3/2024

Internal Employment Opportunities

State University of New York Polytechnic Institute
100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Title	Department/ Division	Location	Work Week	Salary Range	Application Deadline	Date to be Filled
Maintenance Assistant (Carpenter)	Facilities	Utica	Monday – Friday	SG-09	10 bus days	ASAP

Description of Duties:

Maintenance Assistants (Carpenter) perform semiskilled carpentry work in the construction and repair of structures and other items. Incumbents may work with a variety of materials in addition to wood, including but not limited to, sheet metal, plastics, or aluminum. Maintenance Assistant will perform the more routine, repetitive maintenance, installation, and repair tasks in the carpentry trade. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills. Working from blueprints, drawings, oral or written instructions and using carpenter's hand tools and power tools, performs a variety of semiskilled maintenance, repair and construction activities in the carpentry trade including but not limited to the following:

- Repairs structural woodwork and equipment such as doors, window sash, storm windows, screens, window guards, stairs and railings.
- Repairs, installs and adjusts locks, door closures, hinges, door checks and ether door hardware.
- Installs glass in windows, doors and partitions.
- Builds, repairs and installs such items as bookcases, shelving, tables, and racks using woodworking machines.
- Following instructions, assists skilled tradespersons in such construction activities as the erection or renovation of larger buildings and structures, and in the repair and construction of roofs.
- Builds forms for concrete work.
- Erects and moves wall partitions.
- Installs and replaces damaged floor and ceiling tile.
- Replaces quoin, miter and fender timbers on lock gates.
- Other reasonable duties as assigned.

Minimum Qualifications:

Two years of full-time experience in carpentry work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in carpentry at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership (NYS CSEA-P) Applied Skilled Trades Certificate Program*; or an equivalent combination of experience and training gained by completion of appropriate technical courses in carpentry at a school, institute, or branch of the Armed Services.

*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate Program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. It does not include 4,000 hours of on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship. When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Applicants must address in their applications their abilities to work with a culturally diverse population. This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume and/or application.

All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.