



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:

Table with 7 columns: Title, Department/Division, Location, Work Week, Salary Range, Application Deadline, Date to be Filled. Row 1: Trades Specialist Carpenter, Facilities, Utica, Monday – Friday, SG-12, 10 bus days, ASAP

Description of Duties:

This skilled journey-level position shall be assigned to the Facilities' Building Trades department. The position performs and supervises commercial and residential carpentry work including roofing, millwork, furniture construction, furniture finishing and repair, and cabinet work.

- Estimate, layout, and install suspended ceilings;
• Install and repair flooring (VCT, ceramic tile, carpet, etc.);
• General millwork and building of cabinets, furniture, and other equipment in the shop using woodworking machines;
• Maintenance and inventory of shop machinery, equipment, and tools;
• Perform skilled tasks as laying out of the cutting of roof trusses and stairs, hanging doors, and installing hardware;
• Layout and estimate material needs for new construction, maintenance, and repair projects;
• Ability to frame rough openings and install doors and windows;
• Understanding of door hardware;
• Ability to train and supervise others;
• Ability to plan and lay out work and diagnose problems;
• Ability to read and interpret plans, diagrams, architectural blueprints and specifications;

Minimum Qualifications:

Successful Completion of a NYS two-year Carpenter Traineeship or NYS two-year carpenter training program; OR successful completion of an equivalent carpenter two-year training or apprenticeship program1; OR four years of full-time experience in carpentry under a skilled journey-level carpenter which would provide training equivalent to that given in and apprenticeship program.

- Troubleshoot work orders and maintain college equipment and furnishings.
• Build and maintain cabinets, furniture, and other objects.
• Install and/or repair walls, windows, doors, flooring, and commercial roofs.
• Inspect and estimate renovation projects.

Successful completion of the traineeship and the training 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.

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.