



POSITION ANNOUNCEMENT

Carpentry Coordinator

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. With over 2,200 students, the University provides the context for a transformational experience through excellent academic, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Carpentry Coordinator** for its Facilities Department on the Mount Vernon main campus. The position reports to the Assistant Director of Facilities and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

This position manages cabinetry, building, remodeling, miscellaneous repair and new installs, such as furniture, flooring, tile, ceilings, caulking, windows, glass, doors, drywall, roofing, etc. Additionally, the Carpentry Coordinator maintains the carpentry shop, including equipment and supplies.

Responsibilities for this position include:

- Install new carpentry items assigned
- Repair and delegate responsibilities for carpentry items in need of repair
- Make roof repairs when needed. (shingle, metal, flat roofs)
- Maintain the carpentry shop
- Maintain all equipment and supplies

Periodic Responsibilities:

- Planning and oversight of projects
- Furniture moves
- Event setup
- Equipment repair
- Snow removal
- Coordination of assignments that involve other MVNU Facilities staff
- Coordination of off-campus contractors or suppliers
- Supervision of student helpers, volunteers and contract person as required
- Other duties as assigned

Expectations for the successful candidate:

- Approaches every assignment and responsibility from a Christian perspective, exhibiting ethics, integrity and professionalism in all dealings
- Relates to each administrator, faculty, and staff member humbly, patiently, gently, and supporting one another in Christian love.
- Shows thorough familiarity with and understands University resources sufficiently to appropriately direct inquiries or provide appropriate information about community resources in a timely, professional and collegial manner.
- Exhibits good judgment in decision-making based on University guidelines; this includes a keen awareness of all information contained within the MVNU Staff Handbook.
- Shows initiative to anticipate and attempt to resolve all problems/issues/needs while maintaining essential services.

- Coordinates with appropriate academic or administrative personnel, assignments and responsibilities that cross administrative lines, working cooperatively, demonstrating the ability to work well in team-based efforts
- Committed to the pursuit of lifelong personal and professional growth, striving to improve job skills and obtain requisite knowledge and capabilities to support the University's goals and objectives.
- Strives for quality communication with the objective of strengthening relationships with all University constituents.
- Maintains knowledge of Equal Employment Opportunity (EEO) laws, particularly regarding equal and fair treatment of all people; strives to maintain a non-intimidating, harassment-free work environment.

Knowledge, Skills, and Abilities:

- Knowledge of the school year calendar and cycle
- Knowledge of the best practices of all building and finish trades
- General understanding and commitment to building and ADA codes
- Attention to detail
- Safety-minded
- Ability to communicate with all affected constituents in a timely fashion
- Ability to think creatively
- Ability to safely use power tools and equipment
- Ability to extensively use a tape measure and other measuring instruments
- Basic math skills
- Strong verbal and written communication skills
- Willingness to be open-minded
- Willingness to cooperate with others
- Ability to read blueprints

Minimum Qualifications:

- High school diploma or equivalent. Two to five years of experience with building construction, finish, and repair procedures preferred. Must be certified to drive University vehicles.

Physical Demands:

- Must be capable of walking or standing for long periods of time. Ability to lift over 90 pounds.

Working Conditions:

- Conditions include working outdoors for extended periods of time with exposure to extreme temperatures, high noise levels, dust, and other irritants. Occasionally, this position requires working from high heights.

To be considered for this position, please email a resume to MVNU.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.