

**Carpenter**  
**Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=261857>

Downloaded On: Sep. 3, 2025 11:20pm

Posted Sep. 2, 2025, set to expire Jan. 11, 2026

<b>Job Title</b>	Carpenter
<b>Department</b>	Facilities
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 2, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22245?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22245?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Overview**

**Shift: Sunday - Thursday; 7:00AM - 3:30PM**

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The Department of Facilities Services is responsible for the efficient and cost-effective operations, maintenance, and management of all Tufts University facilities, consisting of approximately 5 million square feet of space on three campuses (Somerville/Medford, Grafton, and Boston). A broad range of services are provided to support the University campuses including: facility maintenance by all trades, capital maintenance, information technology systems for operations (work control, time capture, preventative maintenance), energy and utilities systems, recycling and waste management, event services, residential facilities coordination, grounds maintenance and facility condition assessment and tracking. Facilities Services plays a critical role in planning for the \$30M/year deferred maintenance investment.

Related functions, which require close coordination with this department, are public and environmental health and safety, planning, design, and construction of capital and deferred maintenance projects, including major repairs, renovation, and new construction.

### **What You'll Do**

Reporting to facilities management, the Carpenter I is responsible for the fabrication, installation, and repair of items associated with the carpentry field, including but not limited to doors, windows, ceilings, floors, etc. The position also requires significant knowledge and recent full-time experience in the preparation, decoration, and protection of interior and exterior surfaces of buildings.

### **What We're Looking For**

#### **Basic Requirements:**

- Minimum of 10 years of relevant experience as a carpenter and at least five current experience working in the field
- High School diploma or GED
- Valid US Driver's license
- Must follow rules and regulations as described in the University & CBA Handbook
- Must be able to read and comprehend blueprints
- Must have working knowledge of computers in a Windows environment, BAS systems (JCI and Schneider helpful), and Computerized Maintenance Management Systems
- Must have good oral and written communication skills with the ability to read, write, and comprehend the English language

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- Must possess solid time management and organizational skills, work well under pressure, and juggle multiple tasks effectively, prioritizing competing requirements
- Must be able to work professionally and tactfully with fellow employees, faculty, students, and staff; deal with difficult people and/or stressful scenarios
- Must maintain a professional appearance at all times and adhere to the University's uniform policy
- Must be physically able to meet all job requirements
- Solid time management skills, including the ability to multitask, tactfully deal with unforeseen challenges and people, and work well in a team setting with other technicians and trades professionals
- Required to work indoors and outdoors in potentially cramped spaces, during inclement weather year-round
- Successful completion of CORI/SORI background and driving background checks

### **Preferred Qualifications:**

- Associate's degree or higher in a relevant field
- Trade school graduation, or equivalent, and four years of experience as a finish carpenter
- Proficiency in the use Maximo CMMS system

**The pay rate for this position is \$47.30 / hour.**

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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