



POSITION DESCRIPTION

Title:	Carpenter / Maintenance Technician
Location:	241 Hungry Hollow Road, Chestnut Ridge, NY 10977
Status:	Full-time
FLSA:	Non-Exempt
Compensation:	Compensation is commensurate with experience and qualifications
Benefits:	15 Days of Paid Time Off, Health & Dental Insurance, free meals, housing may be available.
Reports to:	Facilities Director
To Apply:	Submit a cover letter and resume to jobs@fellowshipcommunity.org

The carpenter plays a key role in supporting the daily operations of the Fellowship by performing routine maintenance, repairs, and carpentry projects that keep buildings and grounds safe, functional, and well maintained. This position requires strong technical skills, attention to detail, and the ability to manage a variety of hands-on tasks independently while responding efficiently to ongoing facility needs.

Key Responsibilities include, but are not limited to, the following:

Carpentry & Repairs

- Perform general carpentry work including framing, drywall, trim, doors, windows, cabinetry, shelving, and furniture repair
- Build, repair, and install fixtures and structures as needed
- Repair and maintain flooring, railings, stairs, and exterior features

Facilities Maintenance

- Complete routine maintenance and repair tasks, including patching, painting, tiling, hardware replacement, and minor plumbing repairs
- Assist with preventative maintenance to reduce long-term facility issues
- Identify and report safety concerns, structural issues, or needed repairs
- Respond to maintenance requests in a timely and efficient manner

Grounds & Seasonal Support

- Assist with outdoor maintenance projects such as fences, walkways, sheds, and seasonal repairs
- Support snow removal, storm preparation, and weather-related maintenance as needed

Coordination & Work Practices

- Work independently and in coordination with other staff, contractors, and vendors

- Maintain tools, equipment, and workspaces in a safe and organized manner
- Follow safety procedures and organizational policies at all times

Qualifications

- Demonstrated experience in carpentry, construction, or facilities maintenance
- Proficiency with hand and power tools
- Basic knowledge of building systems (plumbing, electrical awareness, HVAC familiarity a plus)
- Strong problem-solving skills and ability to prioritize tasks
- Reliable, flexible, and able to work with minimal supervision

Physical Requirements

- Ability to lift up to 50 lbs.
- Ability to stand, bend, climb ladders, and work indoors and outdoors in varying conditions