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## JOB ANNOUNCEMENT

February 2021

**Positions:** CARPENTER AND LABORER

**Community:** Nikolski

**Posting Ends:** Open until filled

### JOB DESCRIPTION

POSITION TITLE:	Carpenter
SUPERVISOR GROUP	Lead Carpenter
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Field
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Intermittent

#### POSITION SUMMARY:

Construction of new homes, maintenance, and repair of homes and apartments located in the Aleutian/Pribilof region of Alaska as directed by the Construction Director or Project Manager. Work consist of but not limited to: rough and finish carpentry (e.g. floors, sub-floors, floor joists, rim joists); installing cabinets; installing doors; plumbing fixtures; laying vinyl floors covering; hanging sheetrock; taping, mudding, sanding, painting, and weatherization work activities that reduce energy consumption. Employee will regularly perform maintenance and repair of homes and apartments. As directed, employee may also be required to repair/replace leaking pipes (CPVC and copper); replace wax rings; set replacement-plumbing fixtures; install replacement electrical fixtures; and perform weatherization work activities to reduce energy consumption.

#### ESSENTIAL FUNCTIONS

- Material take-offs and ordering and participate in the development of a time frame for timely completion of projects
- Administration functions as necessary or directed by the Anchorage office
- Work with and supervise construction crews
- Implement and maintain safety and quality control measures
- Live and work in remote locations for extended periods of time
- Current Alaska driver's license
- Other duties as assigned by the Construction Director, Project Manager or Superintendent
- **Employee must follow directions and construction plans.**

#### KNOWLEDGE AND SKILLS

- Working knowledge of basic plumbing, heating, and electrical principles and ability to perform basic routine installation/repair procedures
- Thorough working knowledge of the safe handling and operation of power tools
- Ability to work and maintain an excellent rapport with residents in rural Aleutian/Pribilof villages
- Working knowledge of all aspects of insulation and sheetrock installation
- Skill in using personal computers/software

- Strong organizational and record keeping skills. Must be able to complete timesheets and field reports
- Reading and understanding all plans and specifications
- Ability to supervise and run crews concurrently as needed as well as perform the duties of a working/lead carpenter

#### **EDUCATION AND EXPERIENCE**

- High School diploma or equivalent and five years directly related experience highly preferred
- Journeyman level knowledge of rough and finish carpentry including but not limited to:
- Framing; exterior trim; installation of windows and doors; installation of siding of all varieties; Metal roofing; interior trim; cabinets, installation of appliances; installation of hardwood and/or laminate flooring

#### **SUPERVISION EXERCISED**

As assigned by Lead Carpenter.

#### **WORKING CONDITIONS**

This position requires the ability to conduct all phases of actual construction in the field.

Live and work in remote locations for extended periods of time.

Work outside in differing environmental conditions.

#### **OTHER REQUIREMENTS:**

A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job. Participation in continuing education and training both provided by the Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible. This position requires the ability to conduct all phases of actual construction in the field.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA's policies.

#### **GENERAL**

The preceding job description is designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this job description at any time. This job description is not a contract for employment. By signing this document the employee acknowledges that they fully understand that Aleutian Housing Authority is an "at will" employer, and therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

**The Aleutian Housing Authority maintains a drug free workplace.**

Please email [kennedy.serr@ahaak.org](mailto:kennedy.serr@ahaak.org) your application/resume. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>

## JOB DESCRIPTION

POSITION TITLE:	Laborer
SUPERVISOR GROUP	Project Foreman
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Field
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Intermittent

### POSITION SUMMARY:

Performs any combination of the following duties on construction projects, usually working in a utility capacity, transferring from one task to another where demands require a worker with varied experience and ability to work without close supervision: Measures distances from grade stakes, drives stakes, and stretches tight line; Levels earth to fine grade specifications, using pick and shovel; Positions, joins, aligns, and seals pipe sections; Erects cribbing, and braces; Applies caulking compounds by hand or with caulking gun to seal crevices; Grinds, sands, or polishes surfaces, for example metal, or wood beams, flooring, using abrasive tools or machines; Assist in jacking and lowering during house raising operations; Paint structures and repair plumbing; Able to perform a variety of tasks involving dexterous use of hands and tools, for example; demolishing building foundations, sawing lumber, dismantling forms, erecting steel foundation systems, and cutting and attaching insulating material; Must be familiar with carpentry and able to use hand tools and power tools safely and must be able to read a tape measure effectively; Perform weatherization work activities to reduce energy consumption.

Work is usually performed with other workers.

### ESSENTIAL FUNCTIONS:

- To complete job activities as directed by the lead carpenter.
- The ability to lift 50 pounds without difficulty is required.

### KNOWLEDGE AND SKILLS:

Experience in the construction industry preferred.

### OTHER REQUIREMENTS:

A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job.

Mandatory drug and alcohol screening is required prior to hiring and random screening may be performed during employment. **Employee must follow directions and construction plans.** Participation in continued education and training both provided by AHA and not provided by AHA, whenever possible.

### WORKING CONDITIONS:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment.

Therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

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Please email [Kennedy.serr@ahaak.org](mailto:Kennedy.serr@ahaak.org) your application/resume. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>