



JOB ANNOUNCEMENT

April 25, 2018

Update: March 20, 2019

Positions: LEAD CARPENTER

Community: Various

Posting Ends: Open until filled

JOB DESCRIPTION

POSITION TITLE:	Lead Carpenter
SUPERVISOR GROUP	Project Manager/Department Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Field
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Project Manager/Department Director

POSITION SUMMARY:

Supervise crews for new construction, 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. 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 such as applying caulking compounds to seal crevices; Paint structures and repair plumbing; Able to perform a variety of tasks involving dexterous use of hands and tools, and cutting and attaching insulating material.

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
- 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
- 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

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

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
- Ability to conduct all phases of actual construction in the field.

SUPERVISION EXERCISED

Oversee construction crew such as carpenters, laborers, and other team members as assigned.

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.

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 kendall.osullivan@ahaak.org your application/resume. AHA’s employment application is available on our website at <http://www.ahaak.org/Jobs.html>