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## JOB ANNOUNCEMENT

July 17, 2017

**Positions:** LEAD CARPENTER

**Community:** Various

**Posting Ends:** Open until filled

## JOB DESCRIPTION

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|------------------------|---|
| <b>POSITION TITLE:</b> | LEAD CARPENTER  |
| <b>REPORTS TO:</b>     | Project Manager/Department Director   |
| <b>STATUS:</b>         | Mixed-work / Non-Exempt – Employee is classified as Temporary, Force Account Labor EEO <sup>1</sup> |

### 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 applies caulking compounds by hand or with caulking gun 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 while maintaining the project budget, timelines and adhere to all safety policies and guidelines.
- 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

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<sup>1</sup> **Per AHA Policies 1.2 Equal Employment Opportunities:** AHA affords applicants and employees the right to equal employment opportunities. In accordance with this provision, hiring and personnel decisions will be made without regard to race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, change in marital status, pregnancy, or parenthood except when allowed by law as set forth below. See Indian Preference in Hiring (Pg. 2, Sec. 3). **PER AHA Policies: 1.3 American Indian/Alaska Native Preference in Hiring:** To the greatest extent feasible and as permitted by law, or funding source, AHA affords preference in hiring to qualified and appropriate applicants recognized as being Alaska Native or American Indian, as evidenced by a Certificate of Indian Blood. All applicants, regardless of race, are evaluated against the requirements and qualifications for the position. The most appropriate applicant, regardless of race, as determined by the Executive Director or their designee, shall be selected for each vacant position.

- 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**

- 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
- 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.

#### **OTHER REQUIREMENTS:**

**Employee must follow directions and construction plans.** Participation in continuing education and training both provided by AHA and not provided by AHA, whenever possible.

#### **WORKING CONDITIONS**

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

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.

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

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