
Housing Authority of the Cherokee Nation

Human Resources Job Description



Job Title: Carpenter

SUMMARY: A carpenter will perform rough finish work, repair structures, inspect materials, select materials, and perform preventive maintenance, masonry, and paint.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Perform rough and finish work requiring full range carpentry duties in major alteration.

Repairs structures including insulation, repairs plaster and replaces bricks on walls.

Paints surfaces for required protection rather than protection.

Repairs and replaces flooring, doors, windows, sheet rock, plywood, veneer panels, hardware and other related items.

Fallows oral and written instructions and inspects materials for correct grade.

Performs rough carpentry work and minor repair of structures and other items.

Applies caulking compound and filler material around doors, windows, and areas requiring a tight seal.

Makes and/or repairs cabinets for houses requiring the routing, planning, and installation of such hardware.

Works from defined drawings, sketches and selects materials to perform the work.

Performs masonry, painting, and preventive maintenance to foundations, exterior/interior walls, ceilings, floors, floor coverings, windows, stairs, roofs, roof coverings, and gutters.

Makes and repairs to steps and porches from specifications involving finishing concrete to grade or works from blueprints.

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

Employees are held accountable for all duties and responsibilities of this job.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Routine responsibility and accountability for successful program operation.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENT: High school diploma or general education degree (GED) or six months related experience: or the equivalent combination of education and experience.

EXPERIENCE REQUIREMENT: Additional six months related experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS: Minimal skills required

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must have knowledge of construction of buildings, be skilled in operation of power tools common to the trade. Must have knowledge of plumbing, electrical, concrete, structural steel, painting principles. Must be knowledgeable of lay out of building sites and foundations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually very loud.