

BLACKFEET HOUSING JOB DESCRIPTION

Job Title: Renovation Carpenter
Department: Renovation
Reports To: Renovation Supervisor
Prepared By: BH Human Resource Manager

Summary of Work:

This position is responsible for rehab in all rental and mutual units. This position requires the knowledge of construction carpentry, maintenance principals, and construction techniques.

Essential Duties and Responsibilities:

- Assemble and fasten materials to make framework or pops, using hand tools and wood screws, nails, dowel pins or glue.
- Build or repair cabinets, doors, frame works, floors, and other wooden fixtures used in buildings.
- Fill cracks and other defects in plaster or plasterboard and sand patch, using patching plaster.
- Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware.
- Maintain records, document actions and present written progress reports.
- Measure and mark cutting lines on materials and shape or cut materials to specified measurements.
- Repairs or replaces doors, cabinets, windows, trim, base covers, flooring, underlayment and covering, insulation, siding, soffit, facial, concrete work, sheet rock, stairs, and handrails, storm doors, screens, stove pipe installation, and levels floors.
- Obtains work orders on a daily basis and prioritizes them accordingly.
- Develop and maintain work scope for all work assignments.
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.
- Study specification blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required.
- Ability to lift a minimum of 65lbs.
- Must adhere to Blackfeet Housing Vehicle use policy.
- Observe work hours.
- Demonstrates punctuality.
- Deals tactfully and courteously with the public.
- Adheres to strict confidentiality.
- Other duties may be assigned.

Education/Experience:

- High School Diploma or GED equivalent required.
- Building Trades two (2) year degree and / or two (2) to three (3) years of directly related experience in Carpentry.

Certificates, Licenses, Registrations:

- Must have a valid Montana Drivers License.

Human Contact:

- Daily contact with:
 - Renovation Supervisor
 - Tenants rental/mutual/private
 - Maintenance/warehouse departments.
 - Occupancy department.
 - Inspection department.
 - Utility companies.

Language skills:

This position requires the ability to communicate effectively orally and in writing; follow verbal and written instruction.

Mathematical skills:

Possess mathematical skill pertaining to construction.

Responsibility for equipment, records, or facilities:

- Vehicle maintenance program to include Blackfeet Housing heavy equipment.
- Responsible for maintaining job site security of equipment and materials.

Financial Responsibilities:

- Estimate time or cost for installation, repair, or construction project.
- The return of excess/unused building materials.
- Provide accurate description of required materials to Procurement Officer.

Responsibility for safety of others:

- Must maintain strict compliance of OSHA regulations and local safety standards.
- This position requires security and safety guarding each work site.

Work of Others/Supervisory Responsibilities:

- Daily contact with Renovation Supervisor.
- Daily contact with Renovation Plumber and Electrician.
- Daily contact with Maintenance / Warehouse departments.

Job environment/ hazards:

- Daily contact with construction job site related hazards.
- Hazardous winter weather travel to remote job site.
- Possible contact with hazardous materials and other construction related substances.
- Required to work in the field and in the office as determined by Renovation Supervisor.
- Possible excavation contact with utilities (i.e. electrical, gas, water, waste water, Etc.)

Physical demands:

- Must be able to lift loads up to 65lbs.
- Must be able to conduct all physical requirements with no existing conditions that will restrict you from job requirements.
- Provide physical examination clearance.

Mental demands:

- Must be able to maintain sound judgment under stressful conditions.

Employee Date

Supervisor Date