



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	891-2600-001 891-2600-002 891-2600-004 891-2600-005 891-2600-006 891-2600-007	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Carpenter	<b>Department:</b>	Facility Management
<b>Reports to:</b>	Facilities Carpenter, Crew Leader	<b>Division:</b>	Support Services

**Primary Function:** Performs varied skilled carpentry and maintenance procedures in the modification and upkeep of homes and property of the Eastern Band of the Cherokee Indians. Assists throughout department as needed with projects and performing related work.

**Job Duties and Responsibilities:**

- Receives instructions on assigned projects and makes an assessment of materials, parts equipment and cost estimates.
- Purchases and secures necessary parts, materials and equipment to perform needed work.
- Performs general building maintenance to homes and tribal facilities: which would include such procedures as new construction/installations, remodeling existing homes and facilities.
- Modifies or builds such structures as doors, walls, roof, windows, floors, bathrooms, steps, handicapped ramps, etc.
- Notifies supervisor of need for manpower assistance as required.
- Performs electrical, plumbing, masonry, painting, and sheetrock tasks as assigned.
- Performs as Crew Leader, when necessary.
- Though not considered essential personnel, may still be requested to come in, outside of normal scheduled hours.
- Maintains daily log of activities and prepares written reports of same as required.
- Responds to specific requests for assistance from various supervisors/department heads as required.
- Performs cleaning and housekeeping duties to maintain a clean and safe work area.
- Performs job duties according to established safety guidelines and tribal policies.
- Performs other duties assigned.

**Education /Experience:**

A high school diploma; GED; or a combination of education, training, and experience is required. Prior technical training or work experience would be necessary to obtain sufficient skills to prepare for the position. Three to six months work experience in the position would be required to become proficient in most phases of the job.

**Job Knowledge:**

Requires basic carpentry and maintenance skills and knowledge of general repair procedures. Must be skilled in the use of power tools and equipment common to the trade (nail gun, circular saw, router, table saw, band saw, drills, etc.), basic hand tools, and measuring instruments. Must be familiar with policies and procedures applicable to job duties. Must know all related safety procedures and regulations and proper use of assigned safety gear. Must be able to read and interpret print specifications and sketches. Must be able to follow written and oral instructions. Must know the proper use of a wide range of building and repair parts and materials. Requires the ability to prepare materials list. Must be able to establish and maintain effective working relationships with coworkers. Must be able to work independently or as a member of a group. Must be CPR and first aid certified. Requires a valid North Carolina driver's license.

**Contact with  
Others:**

Frequently works in close contact with coworkers or in the vicinity of clients where safety procedures must be followed to prevent injury to others.

**Mental /Visual  
/Physical Effort:**

Close concentration is needed to assure quality completion of work assigned. While performing tasks must be able to walk, stand, sit, climb, kneel, bend, lift up to 150 pounds, see, hear and speak. Good eye/hand/foot coordination is necessary while performing job duties.

**Environment:**

Works in all kinds of environments both inside and outside. Could have intermittent exposure to noise, dust, odors, inclement weather, etc. Exposed to a variety of hazards including cuts to hands, falls, back strain, mashed foot or hands, or electrical shock. Safety procedures must be followed and protective safety gear required frequently. Following established safety guidelines and procedures would minimize the likelihood of injuries.

**Resourcefulness &  
Initiative:**

Follows well defined procedures and guidelines in job duties. Initiative and judgment are required to maintain accuracy and work efficiently. Problem solving and creative thinking are required to develop appropriate approaches to repairs and remodeling projects.

**Responsibility for  
Safety /Equipment:**

Uses a variety of power and motorized equipment where preventative maintenance, cleaning, and minor adjustments are required to prevent damage. Careless or improper handling of power tools could result in damage. Errors in measurements and implementation of building print specifications could result in loss of materials or project cost overruns.