



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	QHA-2600-013 QHA-2600-014	Last Revised:	06/14/2013
Position Title:	Carpenter Helper	Department:	Qualla Housing Authority
Reports to:	Carpenter Crew Leader	Division:	Housing

Primary Function: Assists carpenter with varied carpentry and maintenance procedures in the modification and upkeep of homes and property of the Qualla Housing Authority. Assists throughout department as needed with projects and performing related work.

- Job Duties and Responsibilities:**
- Receives instructions from Crew Leader or Supervisor on assigned projects and makes an assessment of materials, parts, and equipment as needed.
 - Assists in securing necessary parts, material, and equipment to perform needed work.
 - Performs general building maintenance to homes and QHA 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, screens, siding, pressure wash, decks, etc.
 - Notifies supervisor of need for manpower assistance as required.
 - 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 QHA policies.
 - Performs other duties assigned within his/her scope of work.

Education /Experience: A high school diploma or GED is required. A combination of education, training, and experience of one year is required. Prior technical training or work experience would be necessary to obtain sufficient skills to prepare for the position. Three to six months in the position is sufficient 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. Ability to read and interpret print specifications and sketches is preferred. 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. 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. A valid NC Driver's License is preferred but not required.

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. Possess a positive and polite working relationship with coworkers, clients, community and public.

**Mental /Visual
/Physical Effort:**

Most work involves recurring tasks; each situation must be assessed and requires concentration. Having good eye/hand/foot coordination is a must. Must be able to work in heights required (interior & exterior). Physical effort requires considerable lifting. Must be able to work with hands, sit, stand, walk, climb, crawl, reach with hands and arms, hear, and speak. A considerable amount of walking and bending is required. A mandatory drug test required and successfully completed.

Environment:

Most work is performed inside and outside with exposure to all kinds of extreme weather conditions and terrain. Subject to noise, dust, odors, etc. Must be able to work a 40 hour week. All work is to be performed to meet the QHA Safety Plans and Procedures to prevent injury to self and others. A variety of Personal Protective Equipment is issued and must be worn to minimize personnel injury to self and others.

**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. Responsible for proper use and intent of material and equipment on each job as assigned to him/her. Unused material must be returned to inventory.