



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	QHA-2600-016	Last Revised:	08/25/2014
Position Title:	Carpenter Crew Leader	Department:	Qualla Housing Authority
Reports to:	Job Foreman/ Construction-Development Manager	Division:	Housing

Primary Function: Perform various job functions within and provides leadership for a construction crew of two to five employees which performs all phases of Rough and Finish Carpentry work on Single Family Residential Units and Apartment Buildings that involve New Construction, Rehab work of existing units, maintenance of apartment building and rental units and other projects as needed.

Job Duties and Responsibilities:

- Meets with supervisor and coworkers to review and discuss work schedules, quality and performance, work orders, issues instructions and job assignments.
- Receives job assignments from supervisor for work orders or repair, and performs work in accordance with plans and specifications.
- Requests the appropriate materials and tools required for the designated task, from the warehouse supply foreman (i.e. lumber, plywood, nails, etc.).
- Ensures all personal safety/protective equipment and methods are appropriate for his/her crew.
- Performs maintenance checks of equipment and tools to ensure it is operable and safe (i.e. checking oil, belts, chords, etc.).
- Ensures job sites is in clear and safe conditions for his/her crew, and kept clean in a neat and orderly manner for the next crew.
- Ensures all assigned work is completed in an accurate, safe and timely manner, and is in compliance with all respected codes and regulations.
- Ensures all time sheets of crew workers are correct and submits within the designated time frame.
- Participates in all training and safety programs.
- Performs the technical layout of all rough framing, roofing, exterior finishes, interior finish carpentry related phases.
- Assists with building layout, and material, labor estimates.
- Performs other duties as assigned within his/her scope of work in the event of a lapse in his/her field of work.

Education /Experience:

A high school diploma or equivalent is required and a combination of technical training or experience equal to a minimum of five (5) years in the designated field. Six to nine months in the position is sufficient to become proficient in most phases of the job.

Job Knowledge:

Possess a working knowledge of residential building, carpentry skills, material and labor estimating, construction related methods and documents. Must be physically able, skilled and knowledgeable of the safety methods to use and operate the power and hand tools, measuring devices and equipment necessary to the trade. Be familiar with the proper material, tools, etc. required for differing applications. Ability to coordinate and communicate with coworkers and the public. Be familiar with company policies and procedures, Safety manuals and instructions.

Contact with Others:	Responsible for the performance and actions of his/her designated crew, and works in close contact with coworkers, contractors, or in the vicinity of others where safety procedures must be followed, to prevent personnel injury or to others. Possess a positive and polite working relationship with community and public.
Mental /Visual /Physical Effort:	Most work involves recurring tasks; each situation must be assessed and requires extreme concentration. Physical effort requires considerable lifting. Having good eye/hand/foot coordination is a must. Must be able to work in heights (interior & exterior). 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, bending is required. A mandatory drug test is required and successfully completed.
Environment:	Most work is performed outside with exposure to all kinds of extreme weather conditions and terrain. Subject to noise, dust, and odors. 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 work to minimize personnel injury to self and others.
Resourcefulness & Initiative:	Follow well-defined procedures and guidelines in job duties. Initiative and judgment are required to maintain accuracy and efficient work. Problem solving and creative thinking are required for remodeling or repair projects.
Responsibility for Safety /Equipment:	Failure to operate a motor vehicle safely and properly could result in property damage or personal injury. Must possess a valid NC Driver's License, and meet QHA requirements to operate a company vehicle. (Driving Record will be checked). Responsible for the care and upkeep of all assigned tools and equipment issued to his/her crew. Damaged or lost equipment due to negligence does have to be reimbursed to the company. Responsible for the protection, proper installation of and proper amount of material on each job including the responsibility for any unused material to be returned to inventory.