



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	971926001 971926002 971926003 971926004	Last Revised:	09/01/2020
Position Title:	Carpenter	Department:	Qualla Housing Services
Reports to:	Carpenter Crew Leader	Division:	Housing

Primary Function: Performs varied skilled phases of Rough and Finish Carpentry work on Single Family Residential Units and Apartment Buildings that involve New Construction, Maintenance and Rehab of existing units and subject to other projects as instructed.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Performs his/her daily duties under the instructions and leadership of a designated crew leader.
- Performs work on a daily/job basis, which includes installing, constructing, modifying or demolition and replacement involving such items as rough framing, roofing, siding, floors, windows, doors and exterior/interior finished carpentry .
- Performs maintenance and rehab work such as paint, clean, weed eat, mow grass, pressure wash houses and decks, fix window screens, minor plumbing and electrical, caulking, insulate, hang drywall, fix gutters, etc. as instructed .
- Must be able to prepare materials list as needed for scheduled job.
- Is in charge of tools, materials, workmanship of crew in the absence of crew leader as assigned.
- Performs all work in accordance with all policies, safety regulations and building codes.
- Performs work in an accurate and timely manner as scheduled.
- Must be able to read and interpret blueprints and specifications.
- Assists with building layout, and material, labor estimates as requested.
- Assists or provides report information as requested.
- Maintains a neat and orderly work area on a daily basis.
- Assists coworkers or department as instructed or assigned.
- Willing to work over and beyond the regular tour of duty as needed.
- Willing to perform other duties as assigned during lapse of regular schedule within his/her scope of work.

Education /Experience:

- A high school diploma or GED is required.
- Combination of education, technical training and experience equal to a minimum of three (3) years in the designated field is required. Six to nine months in the position is sufficient to become proficient in most phases of the job.
- Valid NC Driver's License required.

Job Knowledge:

Requires carpentry, maintenance skills and the general knowledge or repair procedures

involved. Must be physically able and skilled to use and operate the power, basic hand tools, measuring and equipment common to the trade (nail gun, circular, table, band, jig, and reciprocating saws, drills, etc.) in a safe manner. Must become familiar with the company policies and procedures. Must be familiar with the safe operations of the related tools, materials, and equipment. Be familiar with the proper material, tools etc. require for differing applications. Ability to work independently or as a group.

Contact with Others:

Frequently works in close contact with coworkers or in the vicinity of others 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 extreme 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. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.

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.

Responsibility for Safety /Equipment:

Responsible for operation and care of all assigned tools and equipment. Responsible for proper use and intent of material and equipment on each job as assigned to him/her, also including the responsibility for any unused material to be returned to inventory.

Resourcefulness & Initiative:

Follows 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.