CARPENTER

Position Description

Program: Qualla Housing
Division: Housing
Classification: Non - Exempt
Pay Level: 10
Reports to: Field Foreman
Position Number: 971926001; 971926002; 971926003; 971926004
Revision Date: 10/01/2022
Safety Sensitive: No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

• Uphold all principles of confidentiality to the fullest extent.
• Adhere to all professional and ethical behavior standards of the Tribal Government.
• Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
• Participate in departmental staff meetings, quality management activities and educational programs.
• Embody respect and understanding of EBCI traditions and values.
• Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

• 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.

Scope of Supervision:
This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience: One (1) year of related experience required.
EDUCATION: High School Diploma or GED Equivalent required.

LICENSES & CERTIFICATIONS: Valid, insurable NC Driver’s License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.
- Six (6) to nine (9) months in the position is sufficient to become proficient in most phases of the job.

Safety/Accuracy Focus:
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.

Key Relationships:
Interact with internal and external customers / clients in a polite and professional manner. 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.

Resourcefulness & Initiative:
Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

Discretion – Confidential Data:
Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:
This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work 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 forty (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.

Mental/Visual/Physical Effort: Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. 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.

<table>
<thead>
<tr>
<th>OTHER</th>
</tr>
</thead>
</table>

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.”

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*
ACKNOWLEDGMENT

I have reviewed the content of the Carpenter position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

_________________________________________  ________________________________
Employee (printed name)                      Employee (signature)

_________________________________________
Date

_________________________________________
Supervisor (printed name)                     Supervisor (signature)

_________________________________________
Date