



Eastern Band of Cherokee Indians

CARPENTER ASSISTANT

Position Description

Program:	Qualla Housing	Reports to:	Field Foreman
Division:	Housing	Position Number:	971926005; 971926006
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	8	Safety Sensitive:	Yes

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 EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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.

ESSENTIAL DUTIES, FUNCTIONS, & 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 QHS 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 QHS policies.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

- Education:** High School Diploma or GED Equivalent required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

Position Description

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.
- Prior technical training or work experience would be necessary to obtain sufficient skills to prepare for the position.
- Three (3) to six (6) months in the position is sufficient to become proficient in most phases of the job.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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.

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 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.

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 work efficiently. Problem solving and creative thinking are required to develop appropriate approaches to repairs and remodeling 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

Previous experience in construction preferred.

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 40 hour week. All work is to be performed to meet the QHS 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.

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**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 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.

OTHER

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.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Carpenter Assistant** 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