



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespelem, WA 99155
509-634-2160 • (f) 509-634-2335 • TTY: Dial 711

JOB DESCRIPTION

POSITION: Carpenter

PURPOSE OF POSITION: Renovate or construct homes under the direct supervision of the Lead Carpenter.

REPORTS TO: Lead Carpenter

SUPERVISES: None.

STATUS: Non-exempt, full time, temporary

PAY RANGE: \$20.00-\$26.00 DOE, or prevailing DBRA wage rates for commercial projects

DUTIES AND RESPONSIBILITIES:

Installs foundations, walls, floors, ceilings, and roofs using materials such as: wood, steel, metal, concrete, plastics, and composites of multiple materials.

Fits and installs windows, window frames, doors, door frames, door hardware, interior and exterior trim using a carpenter's level, plumb bob, and laser levels.

Install drywall, cabinets, stairs, and other fixtures as required.

Erects scaffolding and ladders for assembling structures above ground levels.

Studies specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.

Shapes or cuts materials to specified measurements, using hand tools, machines, or power saws.

Follows established safety rules and regulations and maintaining a safe and clean environment.

Builds or repairs cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, hand tools, or power tools.

Assembles and fastens materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.

Removes damaged or defective parts or sections of structures and repair or replace, using hand tools.

Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.

Moves necessary materials around jobsite as assigned.

Cleans up worksite debris.

Compliance with local building codes, and health and safety regulations.

Ability to stand for prolonged periods, climb, pull, and lift heavy objects.

Ability to work in all weather.

SUPERVISORY RELATIONSHIPS:

The Carpenter position reports to and receives general direction from the Lead Carpenter and/or project Foreman. He/she is expected to carry out assigned duties and responsibilities in a businesslike manner and in accordance with CIHA policies and Federal requirements. The Carpenter will assist in giving direction to the Laborers.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus 4 years' experience in Construction.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of construction industry, past and present;
- Knowledge of product and material of existing structures and proposed buildings;
- Skills in operating power tools and equipment, and can safely teach others;
- Skilled in planning for job assignments, daily and weekly;
- Ability to work irregular hours if needed;
- Ability to work with elders, Tribal staff, vendors and the general public.
- Must have the ability to read and understand technical drawings and specifications and have a working knowledge of the building and energy codes.
- Must be able to communicate clearly and effectively both orally and in writing and have basic computer skills.

SPECIAL REQUIREMENTS:

A driver's license is not required at initial employment with CIHA, however, a valid Washington State Driver's license and eligibility for CIHA Vehicle Insurance may be required for continued employment, based on project size and scope.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____