

Job Description

Job Title:	Lead Carpenter	Department:	Construction
Reports to:	Executive Director & Construction Superintendent	Employment Status:	Full-time
Classification:	Non-Exempt	Salary Range:	\$24-\$32/hr
Supervisory Status:	N/A	Revision Date:	July 2022

Summary:

The MOWA Choctaw Housing Authority (MCHA) is looking for a Lead Carpenter to engage in plumbing, electrical, general carpentry, and upkeep of general properties. This position requires at least three (3) years' experience in general carpentry. The Lead Carpenter must be skilled in building construction practices and terminology, standard safety and health rules, including fire prevention, techniques used in the maintenance and repair of residential buildings and equipment, read schematics, prints or as-built drawings, and troubleshoot problems. Employment contingent on successful completion of a criminal background check, education, work history verification and drug screening test. Send resume to lilliesteiner@mowachoctaw.com.

Essential Duties and Responsibilities:

- Perform rough and finish carpentry in the renovation and repair of facilities, including selective demolition, framing, alteration, and repair of floors, ceilings, roofs, walls, and related structures.
- Select, order, and cut materials as appropriate to meet project requirements. Assemble and install suspended ceilings, windows, cabinets and trim. Safely utilize all standard tools of the trade.
- Provide special event support, including construction/assembly of platforms, steps, and stages.
- Maintain and properly secure shop, tools, equipment, and vehicles. Maintain a clean and safe work environment in shop and at job sites. Comply with safety standards and policies.
- Read, understand, work from drawings, specifications, standards, and written/verbal instructions with or without direct supervision. Inspect completed work for compliance with construction documents and regulatory building and safety codes.
- Support maintenance and other departments in repair of facilities.
- Attend management-directed meetings and training.
- Any duties and responsibilities assigned to it by the Executive Director.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Skilled in building construction practices and terminology;
- Knowledge of standard safety and health rules, including fire prevention;
- Knowledge of techniques used in the maintenance and repair of buildings and equipment;
- Ability to read schematics, prints or as-built drawings, and troubleshoot problems
- Proactive and diligent in workflow and resolution of issues;
- Commitment to keep and maintain confidentiality requirements; and
- Excellent written and oral communications skills.

Qualifications:

To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. Additionally, individual must meet the minimum standards as highlighted below:

Education and Experience:

- At least three (3) years’ experience in general carpentry with relevant vocational license **OR** ten (10) years’ experience in general carpentry (or equivalent field);
- High School Diploma/GED or Equivalent (Preferred).

Certificates and Licenses:

- Valid driver’s license
- Homebuilder’s or General Contractor License (Preferred, but not required)

Supervisory Responsibilities:

The Lead Carpenter will report to and be supervised by the Executive Director, through the Construction Superintendent. The Lead Carpenter may have *ad hoc* supervision over other personnel, if assigned by the Executive Director.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The MCHA reserves the right to amend and change responsibilities to meet business and organizational needs.

NAHASDA activities are subject to Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e(b)). PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.