



## NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

### **TITLE: Carpenter**

REPORTS TO: **Project Foreman**

DEPARTMENT: HOUSING

CLASSIFICATION: NON-EXEMPT / SEASONAL /40 hours per week

SALARY: DOE

### **JOB SUMMARY:**

Under general supervision of the Project Foreman, over seen by the Housing Director, the Carpenter will build, erect, install, and repair forms, structures, and other fixtures made from wood and other materials as needed to assist with various types of construction projects and tribal facilities.

### **DUTIES AND RESPONSIBILITIES:**

- Perform carpenter duties with housing construction crew based upon supervision and direction.
- Constructs, repairs, restores and installs structures such as floors, doors, walls, windows, stairways, furniture, cabinets, shelves, and roofs.
- Plan and build tribal building and residential construction projects for new home construction projects, home renovation projects, residential emergency assistance program and other approved tribal housing activities.
- Follow building plans that guarantee cold climate construction methods and building codes are implemented.
- Follow safety procedures and practices. Operates and performs preventative maintenance on hand and power saws, planers, lathes, joiners, shapers, drills, sanders and a variety of tools.
- Assist in tracking materials allocated to housing projects for costs and inventory management.
- Regular clean-up of shop and job site to maintain a safe environment.
- Proper disposal of construction waste and garbage.
- Ensures the accuracy of work by checking completed projects with tools such as levels, surveying equipment, or framing squares; corrects problems as needed.
- Complete general construction duties and related work as required.
- Adheres to local building and safety codes and guidelines.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED equivalent.
- An Associate's Degree or Vocational/Technical Certification or Apprenticeship Program.

- Skilled knowledge of carpentry and cold-climate residential building construction including plumbing and boiler systems.
- Must have a valid State of Alaska Driver’s License.

**PERFERRED KNOWLEDGE, ABILITY, AND SKILLS:**

- Ability to understand directions.
- Ability to solve mathematical problems quickly and accurately.
- Ability to properly care for and use tools of the trade.
- Thorough understanding of carpentry principles and methods.
- Works well as part of a team.

Physical Requirements:

- Prolonged periods standing, climbing, bending, and kneeling.
- Must be able to lift up to 50 pounds at a time.
- Must be able to safely work with sharp tools or power equipment.
- Must be able to work in a variety of weather conditions and terrains.

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Employee Signature                      Date

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Executive Director                      Date

***Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.***

***Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.***