

## JOB DESCRIPTION



<b>Job Title:</b>	Carpenter	<b>Reports to:</b>	Foreman or Field Superintendent
<b>Status:</b>	Temporary/Seasonal	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Construction	<b>Location:</b>	IRHA Admin Office and Remote/Rural Project Sites
<b>Schedule:</b>	Monday through Friday (Days and hours may vary based on project schedules, locations and workload)	<b>Hours:</b>	8 AM to 5:00 PM Hours may vary based on project schedules.
<b>EEO-1:</b>	Craft Workers	<b>SOC Code:</b>	47-2031
<b>Approved By:</b>		<b>Date:</b>	

**Job Summary:** Responsible for performing and supervising journeyman level carpentry work on designated IRHA construction and rehab projects.

### Essential Functions:

- Supervise and perform day-to-day carpentry activities in the construction and maintenance of IRHA structures and facilities.
- Determine labor requirements and dispatch workers to project sites. Assign, prioritize, schedule and monitor the work of the carpentry crews.
- Confer with the Superintendent, other construction staff (e.g. mechanics/plumbers) and homeowners as applicable to discuss and resolve field procedures, complaints and construction problems.
- Coordinate physical home inspections to assess modernization and weatherization repair needs; perform site assessments as required to plan and implement certain “model projects”.
- Perform and supervise tasks involving all types of modernization, services and repairs to residential, single family homes, mobile homes and equipment, including oil or gas heating systems, electrical, glazing, roofing, carpentry, cement masonry, flooring, painting and other finishes.
- Perform seasonal preventative maintenance work, such as furnace tune-up and repairs to ensure facilities are kept in good repair.
- Supervise and oversee the work activities of field (temporary) personnel including hiring, assigning and monitoring of work, approving of leave requests, training, evaluating performance and recommendations for disciplinary action.
- Requisition material, receive and verify invoices for payment, inventories equipment and supplies.
- Coordinate local contract awards for maintenance projects, as applicable.
- Act on behalf of the Construction Superintendent as required or assigned.
- Budget and track expenditures utilizing IRHA’s Construction Specifications Institute (CSI) format.
- Provide surveillance of work done by contractors as needed.
- Inspect and review projects to monitor compliance with environmental and safety and other related regulations.
- Interpret specifications and explain plans and appropriate construction methods to workers as needed.
- Safely operate equipment and tools on project sites.
- Ensure maintenance of equipment on project sites.
- Oversee work progress, equipment and construction sites to verify safety and ensure that project specifications and deadlines are met.
- Assist field crew in diagnosing equipment failures to ensure safety, cost efficiency and production.
- Complete/prepare required paperwork including work orders, reports, daily logs, timesheets, material/equipment requisitions and inventory reporting and personnel actions.
- Attend meetings as requested.
- Conduct safety meetings with crews as required.
- Work in jointly with Construction Coordinator and Construction Manager to coordinate projects and deadlines.
- Work with Human Resources to ensure proper hire/termination paperwork is completed.
- Perform other related duties, as assigned.

**Knowledge, Skills and Abilities:**

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision making skills.
- Complete understanding of the skills required for all lower classifications.
- Track record of networking, teamwork and excellent communication skills.
- Must have strong time management skills.
- Self-motivated and able to grasp new concepts quickly.
- Willing and able to multi-task.
- Ability to take initiative to identify and propose new tasks and procedures.
- Exhibits HSSE leadership.
- Able to assess organizational performance and identify actions needed to improve relative to the goals and mission of IRHA.
- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions.
- Knowledge of management principles involved in planning, resource allocation and production methods and the ability to apply in overseeing and performing rural and urban construction project activities.
- Knowledge of and ability to use carpentry equipment, machines, tools, methods and materials.
- Knowledge of relevant regulations, policies, procedures, and strategies to ensure environment and safety standards, including occupational hazards and safety precautions, industry standard practices and procedures involved in building and modernization efforts.
- Ability to interpret technical plans, specifications, blueprints and drawings and apply design techniques, tools, and principals involved for production.
- Ability to perform a variety of tasks involving strenuous manual labor.
- Knowledge of and ability to apply first aid.
- Ability to effectively provide guidance and supervision to project employees.
- Ability to ensure that proper safety and incident reporting procedures are followed.
- Ability to meet project schedule with dependability and consistency.
- Ability to work long days/hours and in inclement weather conditions.
- Ability and willingness to travel extensively to remote areas, including extended and overnight travel, in performing functions of this position regardless of the time of year.

**Supervisory Responsibilities:**

Directly supervise the activities of the carpentry workers, including laborers/helpers.

**Qualifications:**

- Three years supervisory experience, working within the construction industry.
- Must have or be able to attain First Aid/CPR certificate through training provided by IRHA.

**Preferred:**

- Valid Driver's License.
- Four or more years' experience as a foreman on rural construction projects.

**WORKING ENVIRONMENT:** The majority of the work is performed outdoors in inclement weather conditions for extended periods of times.

**PHYSICAL DEMANDS:** An individual will be required to work the majority of hours in uncontrolled environment, and will need to be able to quickly respond to a change in work demands. This position requires the ability to maneuver up to 100lbs, climb on and off equipment and construction structures as well as stand, walk, operate tools and equipment for long periods of time. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**REASONABLE ACCOMODATION:** It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**