**JOB DESCRIPTION**

**JOB TITLE:** Journeyman Carpenter

**JOB STATUS:** Part time, Temporary

**REPORTS TO:** Construction Manager

Under supervision of the Construction Manager, this position provides a variety of skilled and semiskilled tasks to examine, support, repair and renovate residential units, properties, buildings, grounds and equipment within the properties of Bering Straits Regional Housing Authority (BSRHA). This position works with the Construction Manager to promote preventive maintenance throughout BSRHA properties. The carpenter must be able to work and listen to peers. They must be attentive and outgoing.

**ESSENTIAL FUNCTIONS:**

* Practice safe work practices during all work activities.
* Attend and participate in work related meetings, including but not limited to Safety Meetings.
* Professional conduct standards shall align with BSRHA’s mission statement to create of safe, decent, sanitary, affordable housing and subscribe to a person-centered service standard that treats each individual with dignity, respect, and cultural sensitivity.
* Work with all power tools associated to carpentry. **Read Building Plans;** Journeyman carpenters read plans, blueprints, job orders, and drawings to accurately plan building and repair projects.
**Prepare Materials;** Journeyman carpenters determine materials and tools needed for projects and retrieve these supplies from the company inventory or contact Construction Manager as to what is needed. They then cut and shape construction materials to precise specifications based on measurements.
**Perform Carpentry Work** Journeyman carpenters repair foundations and structures. They build cabinets, framing, staircases, windows, exterior siding, and doors, in addition to hanging drywall, installing carpet, and laying tiles and wood flooring.
**Train Staff** Journeyman carpenters train apprentices and other employees.
**Keep Track of Inventory** The journeyman carpenter keeps track of inventory so new materials can be ordered as needed. Journeyman carpenters who operate out of a service truck are responsible for maintaining all the inventory stored there.
**Follow Safety Standards** Journeyman carpenters follow all OSHA and company safety regulations. This includes wearing proper protective equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* High School or GED graduate.
* Knowledge of all current best practices of Arctic appropriate construction techniques.
* Possess a valid Alaska Driver’s license and the ability to safely operate company vehicles when needed.
* Knowledge of materials, tools, techniques and terminology used in the building industry.
* Ability to read blueprints, schematics.
* Ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position.
* Utilize time management skills sufficient to independently set priorities, address needs in a timely manner and coordinate and complete several competing projects within established deadlines.
* Ability to perform job duties safely, with an emphasis on accident prevention.
* Ability to safely lift 70 lbs. and be in healthy physical condition. Must be willing to travel approximately 20-25% of the time within the region (length of time varies based upon workload but can be anywhere from daytrips thru 2 weeks).
* Must be able to estimate labor and materials needed, and scopes of work
* Required to work with staff to follow federal procurement guidelines (compare materials prices & demonstrate reasonable costs, submit receiving reports, stock and track inventory of commonly used items).

This job description doesn’t imply an employment contract, nor is it intended to include every duty, task, instruction, responsibility, or qualification for an employee assigned to this job. Other tasks may be assigned, based on business needs and management request. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

BSRHA is an Equal Opportunity Employer. Preference in the selection of qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.

**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature below acknowledges that I have received a copy of my job description, I have read and understand the requirements of the position any my supervisor has discussed it with me.

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Supervisor Signature Date