



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 062-22**

**OPENING DATE: 04/12/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Carpenter I, II or III (3)  
**PAY GRADE:** HA6-HA8 (\$17.57/hr.-\$28.70/hr.) TBD by experience.  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Isleta Pueblo Housing Authority  
**REPORTS TO:** Construction Foreman  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

#### **Carpenter I:**

**JOB PURPOSE:** Performs general to skilled carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, and furniture in accordance with standard trade practices.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Inspects work site for damage to determine scope of work and time involved.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures sufficient supplies and materials are available to perform the task.
- Performs major and minor repair.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, and learns to read blueprints, diagrams, sketches and other written or verbal instructions.
- Works under the supervision of a Level II or III Carpenter to gain a better understanding of the trade.

- Completes rough carpentry including framing, footings, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.
- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Maintains a safe work environment using established safety practices and procedures.
- Assists in the performance of other construction related activities such as plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete as needed.
- Repairs tables, shelves, benches and cabinets.
- Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand carpentry tools and basic construction equipment.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Experience in carpentry, construction or production.
- Tiwa Speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of carpentry methods and practices.
- Knowledge of maintenance and use of wood working power and hand tools.
- Knowledge of occupational safety practices and procedures.
- Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment.
- Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
- Knowledge of blueprints, diagrams and schematics.
- Skill in safely utilizing woodworking tools, materials and supplies.
- Skill in estimating costs of materials and time necessary to complete projects.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.
- Ability to read and interpret diagrams, drawings and blueprints.
- Ability to work occasional evenings or weekends and answer emergency calls.

**PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; using sharp or rough materials, sharp tools and power equipment, and works in confined spaces and at heights over 30 feet.
- Prolonged standing, climbing, bending, stooping, and kneeling.

- Position requires strenuous tasks and lifting, loading, carrying and transporting materials and supplies weighing up to 100 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to toxic chemicals and fumes may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- May be required to furnish own manual tools.
- Travel may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at the Pueblo of Isleta.

**Carpenter II:**

**JOB PURPOSE:** Performs general to skilled carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, and furniture in accordance with standard trade practices.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Inspects work site for damage to determine scope of work and time involved.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures sufficient supplies and materials are available to perform the task.
- Performs major and minor repair.
- Works independently on assigned tasks.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.
- Completes rough carpentry including framing, footings, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.
- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Maintains a safe work environment using established safety practices and procedures.
- Assists in the performance of other construction related activities such as plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete as needed.
- Repairs tables, shelves, benches and cabinets.

- Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand carpentry tools and basic construction equipment.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Six years of carpentry, construction or production experience.
- Tiwa Speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of carpentry methods and practices.
- Knowledge of maintenance and use of wood working power and hand tools.
- Knowledge of occupational safety practices and procedures.
- Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment.
- Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
- Knowledge of blueprints, diagrams and schematics.
- Skill in safely utilizing woodworking tools, materials and supplies.
- Skill in estimating costs of materials and time necessary to complete projects.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.
- Ability to read and interpret diagrams, drawings and blueprints.
- Ability to work occasional evenings or weekends and answer emergency calls.

**PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; using sharp or rough materials, sharp tools and power equipment, and works in confined spaces and at heights over 30 feet.
- Prolonged standing, climbing, bending, stooping, and kneeling.
- Position requires strenuous tasks and lifting, loading, carrying and transporting materials and supplies weighing up to 100 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to toxic chemicals and fumes may occur.

- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- May be required to furnish own manual tools.
- Travel may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at the Pueblo of Isleta.

**Carpenter III:**

**JOB PURPOSE:** Performs general to skilled carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, and furniture in accordance with standard trade practices. Provides on-site leadership to carpenters.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Coordinates the work of other Carpenters in completion of work orders; assists others with more complex tasks.
- Guides the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Sets the pace of the work and demonstrates proper work methods.
- Assures that plans, blueprints, materials and supplies, and tools are on-site and available.
- Checks work while in progress to ensure that required work procedures, methods, and deadlines are being met.
- Assures that safety and housekeeping rules and regulations are followed.
- Keeps the superintendent informed of status and progress of work, and causes of work delays.
- Inspects work site for damage to determine scope of work and time involved.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures sufficient supplies and materials are available to perform the task.
- Performs major and minor repair.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.
- Completes rough carpentry including framing, footings, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.
- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Maintains a safe work environment using established safety practices and procedures.

- Assists in the performance of other construction related activities such as plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete as needed.
- Repairs tables, shelves, benches and cabinets.
- Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand carpentry tools and basic construction equipment.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- May be assigned to Crew Leadership position for new construction and renovation projects.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Eleven years of construction or production experience.
- Tiwa Speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of carpentry methods and practices.
- Knowledge of maintenance and use of wood working power and hand tools.
- Knowledge of occupational safety practices and procedures.
- Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment.
- Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
- Knowledge of blueprints, diagrams and schematics.
- Skill in safely utilizing woodworking tools, materials and supplies.
- Skill in estimating costs of materials and time necessary to complete projects.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.
- Ability to lead and train employees.
- Ability to read and interpret diagrams, drawings and blueprints.
- Ability to work occasional evenings or weekends and answer emergency calls.

#### **PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands.
- Prolonged standing, climbing, bending, stooping, and kneeling.
- Work involves using sharp or rough materials, sharp tools and power equipment, and working in confined spaces and at heights over 30 feet.
- Position requires strenuous tasks and lifting, loading, carrying and transporting materials and supplies weighing up to 100 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to toxic chemicals and fumes may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- May be required to furnish own manual tools.
- Travel may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.