ISLETA PUEBLO HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION:	Carpenter II
PAY GRADE	NE7
SALARY RANGE:	$25.00 - $33.75 Hourly Rate
FLSA STATUS:	Non-Exempt
EMPLOYMENT STATUS:	Full-Time
DEPARTMENT:	Operations
REPORTS TO:	Project Manager
SUPERVISION RESPONSIBILITIES:	N/A

POSITION PURPOSE

Performs skilled carpentry work in the construction, remodeling, alteration, repair, and maintenance of buildings and related structures. Constructs, installs, repairs, and maintains floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, furniture, and other wood or building components in accordance with plans, specifications, standard trade practices, and applicable building codes. Operates and maintains a variety of hand and power tools and equipment; measures, cuts, fits, and finishes materials with a high degree of accuracy. May produce and install lava/cinder blocks as needed. Assists with more complex carpentry projects, provides guidance to less-experienced employees, and performs related duties as assigned.

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.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs rough and finish carpentry for residential construction and remodeling projects, including framing, installation, repair, and finishing of building components in accordance with plans, specifications, and established trade practices.

- Follows specific instructions provided by the Supervisor and applies standard measurements, specifications, and established trade practices; reads and interprets blueprints, diagrams, sketches, plans, and other written or verbal instructions.
- Coordinate with supervisors, subcontractors, and other trades to maintain project schedules.
- Performs rough carpentry, including framing, footings, steps, and porches; repairs and replaces roofing; and repairs, replaces, and installs doors, windows, door hardware and locks, baseboards, garage doors, and related residential building components.
- Inspect residential remodeling work sites to evaluate existing conditions, identify damage or needed repairs, determine the scope of work, and assess the materials, labor, and time required to complete the project.
- Estimates the materials, supplies, and equipment needed to complete repairs, installations, and other assigned carpentry work.
- Ensures adequate supplies, materials, and equipment are available to safely and efficiently complete assigned tasks.
- Performs major and minor carpentry repairs associated with residential remodeling, including repairs to framing, flooring, doors, windows, trim, cabinetry, fixtures, and other building components, in accordance with plans, specifications, and established trade practices.
- Operates a variety of power tools, woodworking machinery, hand tools, and basic construction equipment, including power saws, jointers, wood lathes, planers, boring, sanding, and mortising machines, safely and effectively in accordance with established procedures.
- Works independently on assigned residential remodeling and carpentry tasks, exercising sound judgment and applying established trade practices to complete work safely, efficiently, and to quality standards.
- Measures, cuts, installs, repairs, and modifies carpentry components and structures, applying skilled techniques to ensure accurate measurements, proper fit, alignment, and quality workmanship.
- Use hand and power tools safely and efficiently.
- Inspects, cleans, maintains, and performs minor repairs on carpentry tools and equipment to ensure safe and efficient operation; properly stores and secures equipment and materials at the completion of each workday.
- Maintains a safe work environment by adhering to established safety policies, procedures, and applicable regulations.
- Assists with other construction-related activities as needed, including basic plumbing, electrical, painting, flooring, ceiling tile installation, and concrete finishing, in accordance with established practices and safety procedures.

- Repairs, replaces, and installs tables, shelves, benches, cabinets, and other built-in or wood fixtures as needed.
- Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand carpentry tools and basic construction equipment.
- Performs additional duties related to residential construction, remodeling, repair, and maintenance as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Tiwa speaking preferred.
- High school diploma or GED preferred; an equivalent combination of education, training, and relevant work experience may be considered.
- Six (6) years of experience in residential construction, including carpentry, remodeling, or related construction work, with demonstrated proficiency in skilled carpentry practices, techniques, tools, and equipment.
- Must be able to comply with the Isleta Pueblo Housing Authority Drug Free Workplace policies.
- Must successfully complete IPHA's pre-employment screening requirements, which may include a background check and drug screening, consistent with applicable laws and IPHA policies.
- Must be willing and able to work scheduled hours and respond to emergency maintenance, fleet, and material support needs as required.
- Must be able to work safely in a variety of indoor and outdoor environments and under varying weather and job-site conditions.

CERTIFICATIONS AND LICENSES

- Must possess and maintain a valid New Mexico driver's license and an acceptable driving record, if driving is required as part of assigned job duties.
- Must be able to safely operate IPHA vehicles, power tools, and construction equipment in accordance with applicable laws, regulations, and IPHA policies, as authorized.
- Must obtain and maintain any job-related certifications, licenses, or permits required to perform advanced carpentry, construction, renovation, repair, and maintenance duties, as applicable.
- Must comply with all applicable safety requirements and use tools, equipment, and personal protective equipment in accordance with IPHA policies and established safety procedures.
- Must complete required safety training related to advanced carpentry, construction methods, tool and equipment operation, materials handling, and workplace safety.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

Knowledge

- Carpentry methods, techniques, materials, and standard trade practices used in residential construction and remodeling.
- The proper operation, maintenance, and safe use of woodworking machinery, power tools, hand tools, and related construction equipment.
- Occupational safety practices, procedures, and applicable regulations related to residential construction and carpentry work.
- The types, grades, qualities, and applications of construction materials, supplies, and equipment used in residential remodeling.
- Sources and availability of construction materials, supplies, and equipment, including general cost and price trends.
- Methods for estimating the quantities of materials, supplies, labor, and time required to complete assigned work.
- Residential construction plans, blueprints, diagrams, sketches, and specifications.

Skills

- Safely and effectively operating woodworking machinery, power tools, hand tools, and related construction equipment.
- Measuring, cutting, fitting, installing, repairing, and finishing carpentry materials and components with accuracy and precision.
- Estimating material quantities, costs, and labor time required to complete residential construction and remodeling projects.
- Identifying construction and repair needs and determining appropriate methods, materials, and techniques to complete assigned work.
- Following written and verbal instructions, plans, specifications, and established trade practices.
- Establishing and maintaining effective working relationships with supervisors, coworkers, contractors, residents, and other individuals encountered during the course of work.

Abilities

- Read, interpret, and work from blueprints, construction plans, diagrams, sketches, and specifications.
- Perform skilled rough and finish carpentry work independently and exercise sound judgment in completing assigned projects.
- Perform accurate measurements, calculations, and material estimates.

- Inspect work sites, evaluate existing conditions, and determine the scope, materials, and time required for repairs and remodeling projects.
- Safely perform physically demanding carpentry work, including lifting, bending, climbing, and working from ladders or elevated surfaces.
- Communicate effectively, follow instructions, and work cooperatively with others.
- Work occasional evenings, weekends, or respond to emergency calls as required by operational needs.

PHYSICAL DEMANDS:

- Work requires frequent standing, walking, crouching, bending, stooping, kneeling, and climbing while performing residential construction and remodeling activities.
- Frequently uses hands and arms to handle materials, operate tools, equipment, and controls, and perform tasks requiring manual dexterity and coordination.
- Requires working with sharp or rough materials, hand tools, power tools, and other construction equipment while following established safety procedures.
- Requires prolonged standing and frequent climbing, bending, stooping, kneeling, reaching, and working in various physical positions.
- Position involves strenuous physical activity, including lifting, loading, carrying, moving, and transporting tools, equipment, materials, and supplies weighing up to 100 pounds.
- Requires sufficient strength, balance, coordination, and agility to safely perform skilled carpentry and residential remodeling work in active construction environments.

WORK ENVIRONMENT:

- Work is performed in indoor and outdoor residential construction and remodeling environments, including occupied and unoccupied buildings, active construction sites, and maintenance areas.
- Work may be performed in varying weather conditions and may involve exposure to dust, dirt, noise, fumes, odors, moisture, insects, and other environmental conditions commonly associated with construction and remodeling.
- Work may involve exposure to paints, solvents, adhesives, construction materials, and other chemicals or substances that may produce dust, fumes, or vapors.
- Noise levels may range from moderate indoors to loud on active construction sites due to power tools, machinery, and other construction activities.
- Work may require operating power tools and equipment, working around construction hazards, and handling sharp, rough, or potentially hazardous materials.
- Work may require working in confined spaces, on ladders, scaffolding, roofs, and other elevated surfaces, including heights exceeding thirty (30) feet.

- Requires the use of appropriate personal protective equipment (PPE), which may include safety-toe footwear, safety glasses or goggles, gloves, hard hats, hearing protection, protective face shields, fall-protection harnesses, and other equipment as required by the task.
- Evening, weekend, and emergency work may be required based on operational or project needs.
- Employees may be required to provide and maintain commonly used personal hand tools appropriate to the position, as determined by department policy.
- Travel between residential work sites may be required.

PREFERENCE:

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

WHY JOIN ISLETA PUEBLO HOUSING AUTHORITY

Join the Isleta Pueblo Housing Authority (IPHA) and make a meaningful impact on the community you serve. As a **Carpenter II**, you will have the opportunity to support the construction, remodeling, maintenance, and improvement of residential homes while helping ensure that IPHA residents have safe, quality, and well-maintained housing.

You will perform a variety of skilled carpentry work, including framing, finish carpentry, door and hardware installation, drywall repair, cabinetry, flooring, and other residential construction and maintenance tasks. Your work will directly contribute to maintaining and improving IPHA homes and facilities.

We are looking for a dependable, skilled, hands-on individual who takes pride in their craftsmanship, works safely, pays attention to detail, and is committed to completing quality work that serves the needs of residents and the community.

At IPHA, your work goes beyond completing carpentry projects—you contribute directly to maintaining homes, improving living conditions, and supporting the quality of housing within the **Isleta Pueblo community**.

Join the **Isleta Pueblo Housing Authority and help build better homes and a stronger community.**

Apply today to join our team as a Carpenter II.