



JOB DESCRIPTION

Job Title: Apprentice Carpenter
FLSA Status: Non-Exempt
Reports To: Construction and Rehab Manager
Supervises: None
EEO1 Category: Laborer

Position Summary: The Apprentice Carpenter is integral to the success of the home rehabilitation & repair department. An ideal candidate must have previously worked in a home remodeling/maintenance field and must possess a knowledge of carpentry tools, trade language and procedures. Must possess a willingness to learn and teach techniques and skills to laborer and have the ability to supervise.

Essential Job Functions:

- Perform a variety of related carpentry and repair duties at various job sites as required
- Follow through on verbal and written work orders as directed by Supervisor(s)
- Demonstrate safe work habits and knowledge of safety rules and instructions while performing job functions
- Perform routine electrical repairs such as, but not limited to: basic wiring, fuses, installation of fixtures and receptacles
- Perform plumbing functions such as replace/repair/service water heaters, clear drain lines, replace broken pipes-worn out washers- gaskets and or faucets- and floats.
- Perform carpentry functions such as repair/installation of kitchen cabinets, window screens/glass, door locks, and plaster/drywall
- Perform interior and exterior painting, floor tile installation and repair, interior cleaning, lawn mowing, leaf raking, tree/shrub trimming, debris removal, snow removal, and other landscaping duties.
- Track inventory including identifying, cataloging, and procuring necessary materials used in maintenance operations
- Maintain carpentry tools and equipment
- Operate equipment efficiently and safely
- Conduct basic troubleshooting and routine maintenance.
- Assist with supervision of Construction Laborers on job sites as directed.
- Perform other duties as assigned

Personal Qualities:

- Collaborative -- A dynamic personality that can recognize and identify strengths.
- Creative and Curious -- A person who is not afraid to be innovative.
- Methodical -- Strong analytical and problem solving skills to evaluate performance using independent judgment.
- Reliable -- Highly capable of handling multiple tasks, projects and timelines.
- Trusted -- Ability to work with residents, and staff of diverse backgrounds with a positive, attitude.
- Driven -- Passion for the work and doing a good job.

Preferred Experience and Qualifications:

- High School Diploma or GED required
- Prior experience in construction or home rehab preferred but not required
- Must have own hand tools
- Must have valid driver's license and insurance
- Must have reliable transportation to be able to report to constantly changing job sites
- A record of exemplary attendance on the job is required
- An average knowledge of electrical, plumbing, carpentry, and mechanical systems is required
- Ability to perform constant physical labor, operate tools and machinery, and lift at least 80 lbs. is required



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- Ability to work in wet, damp, hot, cold, or dusty places required
- Ability to stoop or kneel in order to gain access to work areas required
- Ability to work while standing for extended periods of time required
- Demonstrate excellent interpersonal and verbal communication skills.
- Ability to work effectively in both individual and group settings required.
- Must comprehensively follow through on all required classroom, on-line and on-the-job training as directed.

Supervisor:

- Construction and Rehab Manager

Supervises:

- None.

Salary and Benefits:

- Full-time hourly position with benefits for full-time position as determined in current Construction Center Employee Handbook

Application Instructions:

Please send resume and cover letter to HR@beyondhousing.org by October 27, 2017. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.