

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**POSITION:** Carpenter  
**DEPARTMENT:** Housing  
**REPORTS TO:** Housing Director  
**POSITION STATUS:** Regular, Full-Time  
**EXEMPT STATUS:** Non-exempt  
**PAY RANGE:** 9, 10, 11 \$26.78/hr. D.O.E.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Under the direct supervision of the Housing Director, responsible for the construction and repairs of the NEC Housing Program renovation projects.
- 2) Provides oversight to project carpenters. As needed, assist with the coordination of projects with contractors & sub-contractors for additional components of the projects.
- 3) Maintain a safe working environment, ensuring safe and proper use of hand and power tools.
- 4) Ensure that projects conform to Uniform Building Codes including: health, safety, and energy standards.
- 5) As needed, prepare blueprints & sketches of projects, using hand & computer generated drawings; develop materials lists & “take-offs” for bid requests.
- 6) Request quotes and develop materials lists for projects and coordinate materials orders for approval by the housing director.
- 7) Prepare and oversee: layout and assembly of project materials; shaping of materials to prescribed measurements; assembly of cut and shaped materials.
- 8) Responsible for the framing of structures, including: foundations & sub-floors, walls, roofs, stairways and interior partitions, as needed.
- 9) Responsible for the installation of siding, roofing, finish flooring, windows, doors, weather stripping, plumbing & electrical fixtures, interior & exterior trim, as needed.
- 10) Other duties as assigned by the Housing Director.

**QUALIFICATIONS:**

- 1) High school diploma or GED plus a minimum of four years of journeyman carpenter level experience or training preferred.
- 2) Supervisory experience preferred.
- 3) Knowledge and experience working with power and hand tools.
- 4) Knowledge of state and local building codes.
- 5) Knowledge of Alaska “Cold-Weather Climate Building” techniques preferred.
- 6) Valid Alaska Drivers License.
- 7) Must be dependable, self-motivated, possess the ability to work cooperatively with others, and work with minimum supervision.

**Native Preference per Public Law 93-638**