

### **SENIOR CARPENTER**

**DEFINITION:** Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing buildings, frames, walls and various structures requiring precise measurement, close tolerance fit and structural soundness; may serve in the capacity of a lead carpenter; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Performs a wide variety of carpentry assignments of a complex nature; inspects work site for damage to determine scope of work; assures sufficient materials are on hand to accomplish task successfully and professionally; plans and carries out work projects according to prescribed specifications, drawings, and blueprints independently; produces precise fits, accurate dimensions and acceptable finish appearance; assigns and reviews work of other carpenters and assures work are structurally sound; builds frames, rafters, floors, concrete forms, handicap ramps, partitions, counters, door and window frames; performs various interior and exterior trim work; performs required demolition.

Estimates and orders materials and supplies; re-keys and masters all locks in area; secures all equipment and tools before leaving work site; maintains and assures a safe work environment; completes work orders, mileage logs, and timesheets; monitors and inspects projects and prepares final report; trains local laborers on proper techniques in installing weatherization materials, ceiling installation, attic ventilation and other energy conservation measures; installs flooring and replaces carpeting; occasionally performs cement finishing and masonry work.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of senior level carpentry methods and practices.
- Knowledge of maintenance and use of wood working power and hand tools.
- Knowledge of occupational safety and health regulations, practices and procedures.
- Knowledge of project management methods and practices.
- 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.
- Skill in safely utilizing woodworking tools, materials and supplies.
- Skill in reading and interpreting diagrams, drawings and blueprints.
- Skill in training and assisting less experienced carpenters.
- Skill in completing energy audits.
- Skill in following verbal and written directions.
- Skill in use of cutting machine to cut keys according to key code.
- Skill in operating tractor, backhoe or other heavy machinery as needed.
- Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires loading, carrying and transporting materials and supplies weighing up to 50 pounds; exposure to toxic chemicals and fumes; and climbing, kneeling, bending, stooping, working in confined spaces and at heights over 30 feet.

**SENIOR CARPENTER**

**MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and completion of Carpentry Trade School; and two (2) years of journey level carpentry experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

**PREFERRED QUALIFICATIONS:**

- Three (3) years extensive journey level carpentry work experience in construction or maintenance.
- One (1) year of lead or supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

**Supplemental Information:**

Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.