

CARPENTER

DEFINITION: Under general supervision, performs basic carpentry work in constructing, altering, repairing and remodeling of buildings, frames, walls, roofs and other various wood structures of the carpentry trade; work performed are repetitive and routine; 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:

Inspects work site for damage to determine scope of work; estimates materials and supplies necessary to complete the repair and/or installation work; assures sufficient supplies and materials are on hand prior to reporting to work location; measures, cuts, installs, repairs and modifies carpentry structures where specific measurements fit and accuracy are crucially essential in the repair, installation and/or construction of carpentry items; follows specific instructions as outlined by the supervisor or senior staff; applies standard measurements, specifications and instructions, deviation from prescribed measurements are discussed with operating supervisor or senior staff.

May assign and review work of assigned staff; completes rough carpentry including framing, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, deadbolt locks, sheet rock, baseboards and garage doors; installs inside and outside trim; reviews work orders and estimates materials; picks up materials; cleans and repairs tools and equipment; secures all equipment and tools before leaving work site; maintains a safe work environment; may be required on occasion to perform other construction related activities such as installing plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete; repairs and replaces carpeting as needed.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of journey level carpentry methods and practices.

Knowledge of maintenance and use of wood working power and hand tools.

Knowledge of occupational safety and health 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.

Skill in using cutting machine to cut keys according to key code.

Ability to read and interpret diagrams, drawings and blueprints.

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; climbing, kneeling, bending, stooping and working in confined spaces and at heights over 30 feet.

MINIMUM QUALIFICATIONS:

- Two (2) years of general carpentry experience; or an equivalent combination of education and experience.

THE NAVAJO NATION

Class Code: 4173
General Services and Maintenance Series
Skilled Trades Group
Overtime Code: Non-Exempt
Pay Grade: 60

CARPENTER

Special Requirements:

- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Certificate of Completion of Carpentry trades school.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and pass a physical examination within 90 days from date of hire. Some positions may require additional license or certification depending on the area of assignment.

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.