

**POSITION TITLE:** Carpenter

**DEPARTMENT:** Maintenance

**STATUS:** Non-Exempt

**SALARY:** \$31.00/hour

**POSITION SUMMARY:**

Performs carpentry-related tasks in the maintenance of WHA properties.

**ESSENTIAL FUNCTIONS:**

1. Fits and installs window frames, casements and door frames.
2. Installs and repairs sidewalls, lathes, sheathing, floors and ceilings.
3. Repairs stairs, lays shingles, clapboards and other outside coverings on buildings.
4. Installs and repairs locks on windows and doors.
5. Builds, installs, and repairs closets, counters, cabinets, bins and other similar structures.
6. Measures, cuts and fits a variety of building materials to repair and maintain buildings and building appurtenances.
7. Applies measurements, and discerns horizontal and vertical trueness in putting wood products in place.
8. Works from blueprints, technical instructions and engineering drawings.
9. Maintains and repairs all equipment and tools used in carpentry.
10. Performs emergency work in cases of fire, flood, or snow removal if determined by management to be in the public interest.

**OTHER RESPONSIBILITIES:**

1. May work from a ladder or scaffolding and may work in cramped quarters, high places, and other difficult positioning.
2. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school diploma or equivalent;
2. Journeyman level of carpentry achieved with experience in both rough and finish carpentry;
3. Five (5) years of continuous, full-time experience working as carpenter;
4. Ability to work both independently or with others, productively and efficiently;
5. Skilled in the use of hand tools such as table and band saws, hand saws, hammers, sanders, planers and drills;
6. Ability to plan, layout, and perform work assignments, completing them timely and efficiently;
7. Ability to read and interpret plans and blueprints;
8. Basic math and measuring skills
9. Positive attitude, excellent customer service skills and willingness to collaborate with others to accomplish work efficiently and to high quality standards;
10. Capable of meeting the physical requirements of the job;
11. Willingness to work overtime when necessary;
12. Valid, insurable Massachusetts driver's license;
13. Ability to be relied upon to be available for work.

**ENVIRONMENTAL & PHYSICAL REQUIREMENTS:**

This position requires working indoors and outdoors in all weather conditions and is subject to heavy and strenuous work. May encounter undesirable pests.

**Environmental Parameters:**

1. Ability to work in a public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas, roofs, outside areas of properties] in all weather conditions [hot, cold, humid, dry and wet].
2. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions which may include: fumes, odors, gases, chemicals, dust, grass, weeds and pollen as well as decibels in the range of 30-65.

**Physical Requirements:**

1. Constant [over 70% of the time]
  - a. Repetitive arm/hand movement
  - b. Eyesight and hearing
  - c. Bending and twisting at waist
  - d. Reaching above shoulder
  - e. Lifting and carrying 25 pounds
  - f. Driving
2. Frequent [30-70% of the time]
  - a. Lifting 50 pounds
  - b. Climbing ladders
  - c. Kneeling and squatting
  - d. Standing and walking
3. Occasionally [10-30% of the time]
  - a. Sitting
  - b. Lifting up to 75 pounds
  - c. Pushing and pulling
  - d. Crawling
  - e. Climbing stairs