

I. Job Title: Carpenter/ Maintenance Technician

II. Job Relationships: Reports to V.P. of Real Estate Development

III. General Description

Carpentry work, including roofing, siding, framing, trim, basic plumbing, heating and electrical and other types of rehabilitation work on buildings. Work with volunteers and other members of staff to complete work on houses for homeowners, first time home-buyers, and agency owned houses and buildings. Assist rental maintenance staff to repair and improve rental properties including on call duties. Job will be a split position between Real Estate Development and Asset and Property Management. Exact split of time to be determined.

IV. Responsibilities

- A. Work on houses as directed by supervisor. Performing work projects in a professional manner, staying within the budget and timeframe of the project.
- B. Purchase materials and supplies for projects staying within approved budget guidelines.
- C. Secure project sites to limit the possibility of theft or liability of accidents. Maintain tools to assure they are kept in good condition and repair.
- D. On-call evenings and weekends for maintenance emergencies that may occur for tenants, responding to calls within 60 minutes. Carry Duty Phone per scheduled rotation and be prepared to respond immediately as circumstance dictate. Carry personal cell phone 24/7, except when on vacation or on-call coverage is covered by other employees.
- E. Perform snow removal, lawn and landscaping work as assigned.
- F. Supervise volunteer work groups on projects as assigned by supervisor.
- G. Other special duties as assigned by supervisor based on training and experience.
- H. Attend LaCasa's Annual Meeting, other public events.
- I. Attend all staff meetings.
  - a. Participate in community meetings and training events as requested by supervisor.
  - b. Other duties as assigned by the supervisor.

V. Hours and salary range

- A. 40 hours/wk., Monday through Friday with some flexibility required for Saturday and on-call work.
- B. Salary will be established commensurate with the skills and experience of the employee within the salary/wage range step. Mileage reimbursement provided.

## VI. Job qualifications

- A. Minimum of one year professional experience in construction carpentry, roofing, siding. Basic knowledge of electrical, plumbing, and heating. Working knowledge of building codes.
- B. Must provide a personal vehicle capable of transporting basic tools and supplies to job sites and maintain a valid driver's license and vehicle insurance. Must provide basic hand tools.
- C. Physical ability to perform hands on construction labor for 8 hours per day and to lift a minimum of 50 lbs. Ability to climb ladders and work on roofs and scaffolding.
- D. Must provide employee owned cell phone, LaCasa will provide a monthly allowance for expense.
- E. Detail oriented and ability to multi-task and work alone.
- F. Demonstrated verbal and written communication skills in English and preferably Spanish.
- G. Ability to effectively organize and motivate volunteer groups. Good interpersonal skills and ability to coordinate a wide range of volunteer skill levels to meet production needs and provide a meaningful volunteer experience.
- H. Project a professional image to residents, contractors and volunteers.

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