

I. Job Title: Lead Carpenter

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

III. General Description

Leads the in house carpentry work for the agency, including roofing, siding, framing, trim, basic plumbing heating and electrical and other types of rehabilitation work on buildings and new construction. 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.

IV. Responsibilities

- A. Supervise and lead the Lacasa employed construction staff on all projects in the field.
- B. Work on houses and buildings as directed by supervisor. Performing work projects in a professional manner, staying within the budget and timeframe of the project.
- C. Purchase materials and supplies for projects staying within approved budget guidelines.
- D. 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.
- E. Supervise volunteer work groups on projects as assigned by supervisor.
- F. Other special duties as assigned by supervisor based on training and experience.
- G. Attend Lacasa's Annual Meeting, other public events.
- H. 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 work with volunteers.
- 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, and basic electrical, plumbing, and heating. Working knowledge of building codes.
- B. Must provide a personal truck 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. Ability to work in dirty and confined spaces.
- D. Must provide employee owned cell phone, Lacasa will provide a monthly allowance for expense.
- E. Demonstrated verbal and written communication skills in English and preferably Spanish.
- F. 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.
- G. Shares Lacasa's purpose and core values. Purpose: *to equip people and communities to unlock their potential.* Values: *Respect human dignity, work together, pursue excellence, and build to last.*

6/17/2019 BPH