



Job Description

I. Job Title: **Carpenter**

II. Reporting Structure: Reports to Vice President of Real Estate Development

III. General Description:

Carpentry work, including roofing, siding, framing, trim, basic plumbing, heating, and electrical and other types of rehabilitation and new construction work on buildings. Work with volunteers and other members of staff to complete work on houses for home buyers, multi-family buildings, and agency-owned houses. Assist rental maintenance staff to repair and improve rental properties. Be part of an organization that takes pride in positively impacting our entire community by providing strong foundations... for everyone.

IV. Responsibilities:

- A. Work on properties as directed by supervisor. Perform 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. Supervise volunteer work groups on projects, as assigned by supervisor.
- E. Attend Lacasa meetings and public events, including, but not limited to:
 - i. Lacasa Annual Luncheon
 - ii. Open houses/ribbon cutting events
 - iii. Community meetings and training events
 - iv. Staff meetings
- F. Other special duties as assigned by supervisor based on training and experience

VI. Job Requirements:

- A. Minimum of one-year professional experience in construction carpentry, roofing, siding, and basic electrical, plumbing, and heating.



- 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. Proficient time management, ability to take initiative and work independently
- D. Effective teamwork both in person and remotely
- E. Computer literacy and willingness to learn new software as necessary.
- F. Must provide employee-owned cell phone, Lacasa will provide a monthly stipend.
- G. Proficient in English writing, reading and oral communication. Bilingual in Spanish is preferred, but not mandatory.
- H. 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.

V. Work Environment:

- A. Full-time employee with full benefits available
- B. 40 hours/wk., Monday through Friday with some flexibility required for Saturday work with volunteers
- C. Salary commensurate with the skills and experience within the salary/wage range
- D. Mileage reimbursement provided
- E. 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.

