

Job Title: Lead Carpenter

FLSA Classification: Hourly/Non-Exempt

Position Status: Full Time

Department: Real Estate Development

Supervisory Responsibilities: Yes

Reports To: Director of Real Estate Development

Job Purpose

The Lead Carpenter is an integral member of the Real Estate Development team, leading 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. The Lead Carpenter works with volunteers and other members of staff to complete work on houses for homeowners, first-time homebuyers, and agency owned houses and buildings; assists rental maintenance staff to repair and improve rental properties.

Essential Job Duties and Responsibilities

Specific duties and responsibilities may vary depending on program needs without changing the nature or scope of this position or level of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. May be asked to perform other duties as assigned.

Supervisory Responsibilities

- In conjunction with the V.P. of Real Estate Development and Director of Real Estate Development, screen, interview and select applicants for open carpenter positions. Provide and/or coordinate orientation and training for each new Real Estate Development employee.
- Attract, develop, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control and performance.
- Lead the day-to-day operations of the RED construction staff. Assign work daily, coordinate crew size and schedules for all construction work on RED projects.
- Embrace the values of race, equity, diversity, and inclusion (REDI) and ensure they are reflected in the impact portfolio of work.
- Assure all hours worked for construction crew members are properly accounted for in the payroll system via Paylocity.

Responsibilities

- Participate in program development and grant planning. Oversee implementation of construction aspect of grant awards and maintain excellent communication with all departments involved with housing grants.
- Purchase materials and supplies for projects staying within approved budget guidelines.
- Coordinate work assignments and staffing for volunteer events. Supervise volunteer work groups on projects as assigned.
- Maintain and develop a contractor pool and evaluate performance to assure an adequate supply of quality subcontractors and competitive pricing.

- Define scope of work with contractor and client, generate specifications, develop estimates, manage the bidding process, and prepare “notice to proceed”. Monitor budget and progress of projects. Schedule and conduct inspections and recommend progress and final payments to subcontractors.
- Review, approve and present construction invoices with the proper accounting codes to the fiscal office.
- Work on properties as directed by supervisor. Performs work projects in a professional manner, staying within the budget and timeframe of assigned projects.
- Ensures the accuracy of work by checking completed projects with tools such as levels, surveying equipment, or framing squares; corrects problems as needed.
- Secure project sites to limit the possibility of theft or liability of accidents.
- Uses various hand and power tools to securely work on assigned projects. Ensures tools and equipment are properly cleaned, stored, and maintained for optimum performance and safety.

Record-keeping and reporting

- Ensure the collection of and maintenance of specific information from projects and clients in accordance with all laws and governing organizations, such as, but not limited to the U.S. Department of Housing and Urban Development, NeighborWorks America, Indiana Housing and Community Development Authority, among others. Program design and changes must be in conformity with these governing bodies.
- Provide data and reports as required for grant writing.

Other expectations

- Comply fully with training and continuing education requirements.
- Participate in staff meetings and annual meeting.
- Participate in community and professional meetings and training events as directed by supervisor.
- Other duties as assigned.

Qualifications

Education

A combination of acceptable education and experience that has provided the necessary knowledge and skills to fulfill the requirements of this position may be considered, which included exercise of initiative, attention to detail, and independent judgment.

Experience

Minimum of 5 years professional experience in construction, carpentry, roofing, siding, and basic electrical, plumbing, and heating. Proven knowledge/experience of construction principles and methods. Supervisory experience required.

Performance Factors

- Respect for others and for Lacasa's mission and core values:
 - **Respect Human Dignity**
 - **Work Together**
 - **Pursue Excellence**
 - **Build to Last**
- Problem-solving and solution-driven mindset

- Collaborative and approachable
- Organized with attention to detail
- High quality of work
- Able to read instructions and blueprints when needed.
- Mechanical skills to use machinery and equipment used regularly on construction sites.
- Ability to work independently and manage time effectively.
- Understanding of carpentry principles and methods.
- Reflects a positive image to staff, volunteers, and community.
- Demonstrated verbal and written communication skills in English and preferably Spanish.
- 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.

Working Conditions

- Some evenings and Saturdays required.
- Able to communicate and exchange information daily.
- Physical ability to perform hands on construction labor for 8 hours per day and to lift a minimum of 50 lbs. at a time. Ability to climb ladders, work on roofs, scaffolding, and in confined spaces such as crawl spaces and attics. Ability to productively work in all weather conditions and variety of terrains.
- Must provide a reliable personal truck capable of transporting basic tools and supplies to job sites and maintain a valid driver's license and adequate vehicle liability insurance.
- Must provide basic hand tools.
- Computer literacy and willingness to learn new software as necessary.
- Must provide employee-owned cell phone, LaCasa will provide a monthly allowance for expense.

Applicant/Employee Signature

Date

Hiring Manager/Supervisor Signature

Date

Don't meet every single qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Lacasa we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways and let us know why you may be just the right candidate for this role.