

Housing Authority of the City of Winston-Salem

Classification Description



Classification Title: Carpentry Technician (Carpenter) **Grade:** 4
Department: Capital Improvements **FLSA Status:** Non-exempt
Reports To: Maintenance Supervisor/Crew Leader **Status:** Full Time

General Statement of Job

The Carpentry Technician (Carpenter) performs unskilled and semi-skilled tasks on buildings, grounds, and related equipment. This position may perform other related work as required and could be required to work emergency on call if needed.

Specific Duties and Responsibilities

Essential Functions:

- Install, repair and maintain exterior and interior doors, door castings, trim, hinges, locks, dead bolts, peep holes, door closures, and kick plates. Drills holes in doors for installation of peep holes, hinges, back sets, dead bolts, etc. Sets door jams and hang doors.
- Install, repair and maintain residential cabinets (in kitchen and bathroom areas as needed).
- Repair, maintain, and install windows, both horizontal and vertical. Replace window frames, glass, and hardware.
- Repair, maintain, and install floor tile, ceramic tile, and masonry tile.
- Repair, replace, maintain and install wall boards, sheet rock, weather stripping, base boards, insulation, waterproofing materials and suspended ceilings.
- Form, pour and finish concrete as needed.
- Layout walls door openings, window openings, headers and joints using modern construction techniques.
- Read and interpret blueprints drawings, specifications, technical publications, etc.
- Prepare invoices for materials and order materials, tools and equipment as needed (in compliance with Housing Authority procurement guidelines and procedures).
- Perform inspections and determine carpentry needs, damage to and advise management staff of carpentry standards.
- Repair sliding, fences, gates, block and brick walls, etc.
- Repair, maintain, construct and install cabinets, vanities, counter tops, drawings, cabinet doors and shelves. Install formica, cut and fit trim splash boards, etc.

- Repair, maintain and install steps, handrails, guard, risers, nosing, etc.
- Performs or assists in the repair or replacement of broken or damaged floor tile.
- Performs or assists in the installation, maintenance and repair of doors, windows, locks, roofs, gutters, downspouts and more complicated maintenance tasks.
- Performs preventative maintenance tasks on buildings as needed.
- Repairs or replace roof shingles, decking, fascia boards, flashing and roofing paper as needed.
- Repairs broken windows, screens, storm doors, door or window closures, mirrors, medicine cabinets, vanities, etc.
- Performs other related duties as required.

Education, Experience, and Licenses

- High School diploma or GED required.
- One to two years experience; or an equivalent combination of education and experience.
- HVAC, plumbing, electrical or carpentry certification preferred.
- Valid North Carolina Driver's License required.

Knowledge, Skills, and Abilities

- Knowledge, initiative, and use of good judgment to work independently and with others and to follow directions.
- Must have excellent working knowledge of and skill in the application of carpentry (installation and repair techniques). Must have basic general knowledge of plumbing, electrical installation and repair as well as painting.
- Ability to read blue prints, drawings and other related technical documents.
- Ability to perform complicated building maintenance work.
- Knowledge of occupational hazards and safety measures.
- Ability to understand and carry out oral and written instructions in the English language.
- Ability to work in hazardous and adverse conditions, such as sleet, snow, rainstorms, heat, cold, dust and dirt, as well as cramped in high places.
- Ability to do extensive waling, climbing kneeling and bending.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.

- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to operate motor vehicles (i.e. trucks, all terrain vehicles and golf carts).

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to see, hear, or speak. The employee is occasionally required to stand and walk. Requires the ability to lift and/or carry up to 50 pounds. Position requires depth, texture, and color perception, as well as the ability to smell and taste.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.