



BRISTOL BAY

HOUSING AUTHORITY

Job Description: Carpenter

Position Classification

Non-Exempt, Full-Time Temporary

Position Location

Bristol Bay Housing Authority (BBHA) Dillingham

Organizational Relationship

- Reports directly to the Maintenance Foreman.

Position Overview

The Carpenter performs skilled, journey-level carpentry for the maintenance, repair, and renovation of residential and single-family units. Responsibilities include framing, flooring, drywall, cabinet installation, and door/window replacement. This role involves restoring vacant units, responding to emergency work orders, and ensuring safety compliance in public and private single-family housing units.

Key Responsibilities

- **General Carpentry:**
 - Performs routine work such as drywall, painting, framing, flooring, drywall, cabinet installation, and door/window replacement for the following:
 - Renovation of existing multi-family and single-family housing units.
 - Construction of single-family housing structure.
 - Weatherization of multi-family and single-family housing units.
 - Read blueprints, sketches, and building plans to determine dimensions and material requirements.
- **Work Management:**
 - Ensure all work is up to code and completed efficiently.



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- Assist other crew members as needed, fostering a collaborative team environment.
- Participate in team meetings and contribute to a culture of continuous improvement within the maintenance and construction department.
- Help maintain inventory of tools, equipment, and supplies, ensuring necessary materials are available for construction tasks.
- **Emergency Response:**
 - Participate in after-hours emergency call rotation, responding to urgent issues in a timely manner.
- **Safety:**
 - Adhere to all safety protocols and building codes while conducting construction tasks.
 - Maintain a clean and organized work environment in compliance with relevant regulations.

Qualifications

- **Education:** High School Diploma or completion of a Journeyman Carpentry Program or additional training in construction, or a related field preferred or equivalent experience.
- **Experience:** Minimum of two year of experience in building maintenance or construction.

Skills, Knowledge, and Abilities

- Proficient in carpentry and building maintenance.
- Safe operation of tools and equipment.
- Knowledge of OSHA standards.
- First aid and CPR certified.
- Strong communication and time management skills.
- Honesty, trustworthiness, and respect in work ethics.



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- Cultural awareness and flexibility in diverse work environments.
- Ability to work positively with the public.
- **Personal Attributes:**
 - Committed to addressing the unique housing needs of the Tribal community.
 - Dependable, self-motivated, and proactive in addressing department needs.
 - Strong work ethic, problem solving and decision-making capabilities.
 - Positive attitude and willingness to work collaboratively as part of a team.
 - Commitment to delivering high-quality service and resident satisfaction.

Physical Requirements

- Ability to physically walk, climb, and travel to construction sites, including in remote communities.
- Ability to work in various weather conditions.
- Required to stand, walk, talk and use hands repetitively to operate construction tools and other equipment is required.
- Regularly required to lift up to 75 pounds.
- Ability to work at heights safely.

Working Conditions

- This position is performed at a variety of construction sites both indoors and outdoors.
- This position involves exposure to chemicals, noise, dust, and other construction-related hazards.
- This position may require travel to various tribal communities.
 - Must be able and willing to travel in small, unpressurized aircraft to travel to construction or other work sites within Bristol Bay villages.



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Application Process

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Carpenter role.

This job description outlines the essential functions and expectations for the Carpenter position, focusing on effective planning, direction, and coordination of all development activities and ensuring project maintenance requirements are met.

Indian Preference in Hiring under PL 93-639