



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: OPEN  
POSTING DATE ENDING: Continuously taking  
(POSTED IN AND OUT) applications**

**TITLE: CARPENTER**

**PROGRAM: ISLETA PUEBLO HOUSING AUTHORITY**

**DEPARTMENT: FORCE ACCOUNT CREW**

**NO. OF POSITIONS: 6 Temp. Part Time**

**STATUS: NON-EXEMPT**

**POSITION #: 40521-40527 POSTING #: 043-048**

**GRADE: A2 SALARY: \$9.98/HR.**

**DESCRIPTION OF WORK**

General Statement of Duties: The Carpenter performs general to skilled carpentry work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, and furniture in accordance with standard trade practices and performs related duties as assigned.

Supervision Received: Works under the direct supervision of the Superintendent.

Supervision Exercised: May assist the Superintendent in supervisory duties related to the technical direction of the labor force.

**DUTIES AND RESPONSIBILITIES:**

1. Inspects work site for damage to determine scope of work and time involved.
2. Estimates materials and supplies necessary to complete repairs and/or installation work.
3. Assures sufficient supplies and materials are available to perform the task.
4. Performs major and minor repair within expertise and certification.
5. Measures, cuts, installs, repairs, and modifies carpentry structures using carpentry skills for measurements, fits, and accuracy.
6. Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.
7. Completes rough carpentry including framing, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.

8. Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
9. Maintains a safe work environment using established safety practices and procedures.
10. Assists in the performance of other construction related activities such as plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete as needed.
11. Repairs tables, shelves, benches and cabinets.
12. Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand carpentry tools and basic construction equipment.
13. Drives tribal or personal vehicles to job sites or designated work locations.
14. Completes other duties as assigned.

#### EDUCATIONAL & EXPERIENCE REQUIREMENTS:

1. Two (2) years paid experience in carpentry work or an equivalent combination of education, training and experience that provides the capabilities to perform the duties.
2. A certificate of completion a post-high school vocational institute may be substituted for the preferred experience.

#### NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member with the ability to speak and understand Tiwa.
2. Knowledge of journeyman level carpentry methods and practices.
3. Knowledge of maintenance and use of wood working power and hand tools.
4. Knowledge of occupational safety practices and procedures.
5. Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment.
6. Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
7. Knowledge of blueprints, diagrams and schematics.
8. Skill in safely utilizing woodworking tools, materials and supplies.
9. Skill in estimating costs of materials and time necessary to complete projects.
10. Skill in following verbal and written directions.
11. Skill in establishing and maintaining effective working relationships.
12. Ability to read and interpret diagrams, drawings and blueprints.
13. May be required to furnish own manual tools.
14. Ability to work occasional evenings or weekends and answer emergency calls.
15. Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles or conduct pueblo business in a personal vehicle.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed both indoors and outdoors and is subject to variable weather conditions. Work requires strenuous tasks through loading, carrying and transporting materials and supplies weighing up to 75-100 pounds. Possible exposure to toxic chemicals and fumes. Prolonged standing, climbing, bending, stooping, and kneeling may be necessary. Uses sharp or rough materials, sharp tools and power equipment, and works in confined spaces and at heights over 30 feet.

Vjj/IPHA/HR/6-27-07

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

**\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\***