

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Authority Position Available: TEMPORARY CARPENTER

Date Posted: November 2, 2018

Purpose: This temporary, full-time 40 hour/week position, covered under a collective bargaining agreement with the Pittsburgh Building & Construction Trades Council, and reporting to the Associate Director, Facilities Management, is responsible for performing general and skilled carpentry work as directed. Work follows established procedure but calls for independent judgment to perform the job.

Essential Job Functions

1. Considerable knowledge of the methods, practices, materials and tools of the carpentry trade and the qualities and uses of various woods.
2. Ability to perform general carpentry work at Authority owned and or managed developments such as, but not limited to, repairing and/or replacing floors, roofs, stairways, partitions, hanging doors and fitting windows.
3. Ability to perform skilled bench work in a carpenter shop, operating power equipment such as saws, joiners, latches, planers and drills; repairs, builds and/or replaces furniture, cabinets, tables, and builds benches, cupboards and other wood fixtures.
4. Ability to do journeyman level carpentry work using sketches and plans.
5. Experience in the carpentry trade or completion of an approved apprenticeship.
6. Determines quantities and cost, and requests supplies orally or in writing.
7. Cleans and stores tools and equipment and cleans work sites.
8. Ability to operate a variety of equipment, tools and machines.
9. Must maintain safety procedures at all times.
10. Maintains records and logs as needed to document work performed.
11. Performs other related duties incidental to the work described herein.
12. Works in cooperation with other trades, maintenance staff and/or contractors as assigned to ensure that all specifications, procedures and policies are met and to ensure efficient completion of any project.
13. Must be able to handle multiple tasks in an efficient, organized fashion.
14. Ability to understand and follow oral and written instructions; must have basic literacy skills.
15. Ability to communicate and interact with people from a broad range of social and economic backgrounds.
16. Exhibits a professional manner in dealing with others; displays excellent customer service skills.
17. Bends/stoops/climbs, walks, reaches and lifts/carries heavy objects or relevant materials and tools; twists torso 45° to 90° to perform essential functions; must be able to stand most of the work day; works in year-round weather conditions.
18. Must be physically able to access all units, common areas, buildings and grounds for work purposes.
19. Must be able to work while standing or walking for extended periods of time.
20. Must be able to use tools of the trade, as well as common office machines, including PCs, fax machines, etc.
21. Must be able to work in hot, cold, damp, or dusty areas, both inside and outside.
22. Must be able to come to work promptly and regularly.
23. Must be available for an after-hours on call rotation.

Required Education/ Experience

High school diploma or equivalent. Demonstrated knowledge and experience with rough and finished carpentry in residential, commercial and public buildings. Must have and maintain a valid PA driver's license and use of a personal vehicle.

WAGE: \$26.26/HOUR OR CURRENT (PER CBA)

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 625 STANWIX STREET, 12th FL., PITTSBURGH, PA 15222 OR EMAILED TO: jhoover@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER