



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Carpenter/Carpenter Trainee
Department: Community Development
Supervised by: Construction Manager/Foreman
Pay Range: T-7 \$18.54 - \$25.96
T-4 \$14.42 - \$20.196
FLSA: Seasonal, Non-Exempt, Hourly

General Duties: Under the direction of the Construction Manager/Foreman, the Carpenter will perform the following: Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes.

General Responsibilities:

- Studies blueprints, sketches, or building plans for information pertaining to type of material required.
- Selects specified type of lumber or other materials.
- Prepares layout, using rule, framing square, and calipers.
- Marks cutting and assembly lines on materials
- Erects framework for structures and lays sub flooring
- Fits and installs prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim and finish hardware
- Help set form's, pour and finish concrete, when needed
- Perform other duties as required

Supervisory Responsibilities: As assigned by Construction Manager.

Experience and Education:

- Two years' experience in the carpentry trade.
- Trainee Position requires some knowledge of construction trade.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation
- May be required to submit to a physical examination and subject to random drug testing.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.

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