

Position Title: Rough/Finish Carpenter  
Department: Construction  
Reports To: Chief Construction Officer  
Posted Rate of Pay 28.00/Hour  
Exempt / Non-Exempt: Non-Exempt  
Job Open Date: 10/08/2021  
Job Close Date: Open Until Filled  
Full Time/Part Time: Full Time

Limited to current TOKA employees only No

Documents required to be attached with candidate’s application

1. Tohono O’odham Ki:Ki Association Application Form
2. Current resume
3. CIB or tribal identification card

Pre-employment Screening Requirements

The Tohono O’odham Ki:Ki Association conducts pre-employment screening for all positions, which may include a criminal background check, verification of credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. All employees are required to successfully pass a drug screening test prior to employment; random drug screening tests may be administered post-employment.

**Summary** Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes, by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated.
- Selects specified type of lumber or other materials.
- Install cabinets, base, trim, and shelving.
- Install doors and hardware.

- Prepares layout.
- Marks cutting and assembly lines on materials.
- Shapes materials to prescribed measurements.
- Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue.
- Verifies trueness of structure with plumb bob and carpenter's level.
- Ability to make fine adjustments to cabinets and door for proper operation.
- Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, cabinets and countertops, and finish hardware, such as locks, letterdrops, and kick plates.
- Specializes in molding and trim, such as door and window casings, baseboard, and other types of ornamental work. Cabinet installers may also be referred to as trim carpenters.
- Able to stay on task and meet deadlines.
- Other related tasks as assigned.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

- Analytical - Uses intuition and experience to complement data.
- Design - Uses feedback to modify designs; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Cost Consciousness - Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences.
- Ethics - Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures.
- Motivation - Demonstrates persistence and overcomes obstacles, Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or equivalent combination of education and experience.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations**

- High School or (GED)
- Current valid Arizona driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to high, precarious places; outside weather conditions and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold and risk of electrical shock. The noise level in the work environment is usually loud.

**Indian Preference**

Preference in filling vacancies is given to qualified Indian applicants in accordance with Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e-2(i) (1982) and Tohono O’odham Nation Ordinance 01-85, Section 3, provided the applicant has submitted acceptable proof of Indian preference for employment.

The Tohono O’odham Ki:Ki Association is an equal opportunity employer, and there will be no discrimination for consideration or in selection, because of race, religion, color, sex, national origin, politics, marital status, physical handicap, or age.

**Acknowledgement**

I have reviewed and understand the job descriptions and believe them to be accurate and complete. I understand that the Management of the Tohono O’odham Ki:Ki Association retains the right to change the Job Descriptions as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date