



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road, Suite 200
Virginia Beach, VA 23452
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CARPENTER	
Approved Date: February 10, 2022	
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general direction, construct, erect, install and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required.

Shape or cut materials to specified measurements, using hand tools, machines, or power saw.

Follow established safety rules and regulations and maintain a safe and clean environment.

Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.

Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.

Assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue.

Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.

Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of materials, methods, and the tools involved in the construction or repair of houses.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge in relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer

satisfaction.

- Knowledge of practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Skill in verbal and written communication.
- Skill in using mathematics to solve problems.
- Skill in managing one's own time and the time of others.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in understanding the implications of new information for both current and future problem-solving and decision-making.
- Skill in obtaining and seeing the appropriate use of equipment, facilities, and materials needed to do certain work.
- Skill in conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Skill in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Skill in installing equipment, machines, wiring, or programs to meet specifications.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or GED equivalent.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory - Two (2) years professional work experience in carpentry. An equivalent combination of relevant education and/or training may be substituted for experience.

ADDITIONAL REQUIREMENTS

Travels frequently within Alaska in small, fixed wing aircraft; travels outside Alaska.

Must be able to obtain access to Department of Defense facilities and pass a background check. Must have a valid driver's license and be able to drive on military facilities.

COVID 19. Majority of work is on Federal Facilities with COVID 19 restrictions. Will be required to meet the COVID 19 requirements in place at the time to gain access to the work site.

Work may require exposure to environmental extremes such as high winds, excessive rain and snow and below zero temperatures.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 75 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.