

Job Title:	Carpenter/Handy Person	Department:	Construction
Location:	810 Bryant St., Kalamazoo, MI 49001	Travel Required:	Intermittent Local Travel
Starting Salary Range:	Hourly, based on experience	Position Type:	Full Time
Benefits	Health insurance, company phone, access to tools and work vehicle, accrued paid time off (PTO), 10 paid holidays, paid trainings and some onferences.		

TO APPLY: Provide resume and cover letter **Attention:** Brett Huckabee
E-mail: bhuckabee@communityhomeworks.org **Subject Line:** Carpenter Resume
Or send to address above.

Position Summary:

Community Homeworks is a Kalamazoo nonprofit housing organization that does critical repairs for homeowners with low incomes. We are looking for an experienced carpenter/handy person to join our dedicated, mission driven staff.

Experience in general carpentry and home maintenance is required. Ability to problem solve, work independently and with a dedicated team. We work in privately owned homes, so customer relations skills are a must.

Duties and Responsibilities:

- Exterior door removal and installation; stair and handrail repair or replacement; foundation repair; flooring and frame repair.
- Weatherization methods, including insulation and caulking.
- Work well with office staff and other field technicians to complete all tasks in a professional and timely manner.
- Properly complete all paperwork required in a timely fashion, secure parts and tools needed for various jobs throughout the day, track time, parts and tools.
- Complete projects to required codes, as assigned, and in a manner which is both professional in execution and exceeds industry quality standards.
- Assist the Energy Efficiency team with home-weatherization retrofits as needed.
- Maintain a clean work environment in the field, the warehouse, and work vehicles.

Minimum Skills/Qualifications:

- Minimum 5 years work experience with hand and power tools.
- Valid Michigan Driver’s License and insurability under Company Insurance.
- Fully understands the fundamentals of typical home repairs.
- Excellent time management skills, written and oral communication skills.
- Michigan Residential Builders License a plus but not required.
- Physical ability to lift up to 50 pounds on a regular basis and be able to maneuver into and work in restricting areas as required.
- Must be able to pass a criminal, sex offender and driving background check.
- Must enjoy working with new people in their homes every day.
- **A heart for, and desire to serve, disadvantaged populations and a commitment to fulfill our mission to empower low-income neighbors to maintain safe, sustainable, and dignified homes.**

CommunityHomeworks.org