

*Use your construction skills to make an impact that transforms lives by helping low-income families and individuals realize their dream of owning a home. Housing Opportunities of Northern Kentucky (HONK) is a faith-based non-profit organization with over 25 years of experience helping people become homeowners. We build and rehab homes to create the opportunity, while preparing clients for ownership through our supportive lease-to-own program.*

## **Housing Opportunities of Northern Kentucky Position Description and Duties**

### Mission Statement

*The mission of Housing Opportunities of Northern Kentucky is to help low-income families and individuals reach the goal of stable homeownership through programs of education and support.*

### **Position: Lead Carpenter**

Reports to: Construction Manager

### Job Description

The Lead Carpenter assists in the production and maintenance of affordable housing consistent with the mission statement of HONK. He/she is involved in tasks and has responsibilities beyond technical aspects of a project including communication. The success of a project during the production stage is the primary responsibility of the Lead Carpenter.

Duties include, but may not be limited to, the following:

Serves as Lead Carpenter on HONK renovations and new builds as assigned; has responsibilities for and oversight of subcontractors, volunteers, and jobsite HONK staff; identifies and acquires needed materials; manages the job site, scheduling and safety issues; and, is responsible for quality control, use of best practices, and adherence to building codes. The employee under this position description is also assigned the duties of HONK Safety Officer and responsible for implementing safety guidelines.

### Knowledge, Skills, and Abilities Required

- minimum of 5 years experience in the practices, methods, tools, and materials of residential construction, remodeling and rehab
- understanding of applicable residential building codes
- ability to work independently with minimal supervision
- ability to lead, supervise, instruct, and work effectively with staff, volunteers and contractors
- demonstrated ability to perform high quality workmanship in a timely manner
- valid driver's license, reliable transportation and proof of auto insurance required

### Organizational Responsibilities

- To support HONK objectives, principles, and values

- To adhere to HONK policies and procedures
- To act in a professional manner
- To suggest ways to improve organizational success

Must be able to provide references and pass a background check.

This position is full-time w/ some Saturdays as needed

\$17 - \$21/hr

Paid Holidays and Personal Time Off

Retirement Plan Available

Send resume or detailed experience with availability, salary requirements and contact info. to David Hastings at Housing Opportunities of Northern Kentucky (HONK), 502 Fry Street, Covington 41011 or via e-mail to [dhastings@honkhomes.org](mailto:dhastings@honkhomes.org) Additional program info can be found at [www.honkhomes.org](http://www.honkhomes.org)