

# **Housing Opportunities of Northern Kentucky (HONK)**

## **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: Carpenter/Remodeler**

Reports to: Construction Manager

Position Description: The Carpenter/Remodeler reports to and supports the Construction Manager in the production of affordable housing consistent with the mission statement of HONK. Duties include, but may not be limited to the following:

- Work collaboratively with Construction Manager and other HONK staff at the project level to determine the most feasible and cost-effective approaches to obtain desired project outcomes
- Apply carpentry and construction skills in a hands-on approach including, but not limited to demo, framing, drywall hanging/finishing, painting, minor electrical and plumbing repair, etc.
- Work collaboratively with HONK volunteers providing task specific oversight and/or direction as needed.
- Provide consistent communication regarding project status and task completion.
- Work with minimal supervision in the completion of assigned tasks
- Work diligently to achieve the mission of HONK exercising the highest moral and ethical practices as a representative of HONK and its faith-based foundation

### Knowledge, Skills and Abilities Required

- Basic understanding of most often applied construction techniques
- Carpentry with emphasis on finish work
- Ability to work both independently and as a team
- Ability to work effectively with a diverse population
- Ability to perform good workmanship in a timely manner
- Must be able to lift at least 80 lbs
- Valid driver's license, reliable transportation and proof of auto insurance required

### Organizational Responsibilities

- To support HONK objectives, principles, and values
- To interact effectively with HONK staff and volunteers
- 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.

Hours: Full time (40 hr/wk) w/ flexible Saturdays as needed

Pay: \$18 - \$22/hr based on experience

Benefits: Health Care, Paid Holidays and Personal Time Off

Eligible for Retirement Plan after 1 year

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)