Brookline Housing Authority

Position Description

Position Title:	Carpenter	**Department:**	Maintenance
Reports to:	Foreman	**Approved By:**	Director of Maintenance & Modernization
Hourly Rate:	$48.58	**Set By:**	Hourly Rate Established by DLS & CBA
FLSA Status:	Non-Exempt	**Approved Date:**	April 1, 2026

Summary

The primary purpose of this position is to perform a variety of carpentry services, including building, repairing, altering and installing wooden structures. This position provides technical expertise and guidance to other maintenance staff and includes vacancy turnover as one of its primary roles. The incumbent determines work sequence, materials and tools to be used; measures and cuts materials to required lengths; uses hand and portable power tools of the carpentry trade, shop woodworking equipment, and standard measuring instruments such as rulers, carpentry squares, and levels.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities
The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Performs a wide range of building repairs and maintenance functions in response to work orders submitted by residents or Authority staff members. Completes all assigned work in a timely manner.
- Performs carpentry work, including window and sliding door repair; replacement of locks; hanging of interior and exterior doors; repair or replacement of base trim; cove or millwork; repair or replacement of bathroom or kitchen cabinets; and repair or replacement of interior floor tile.
- Performs wall repair, including repairs to wall coverings and preparation for paint or wall papering. Uses brushes, rollers, and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
- Performs janitorial or laborer duties to ensure dwelling units, common areas, and public areas are clean and safe.
- Assists in inspections of occupied and vacated housing units.
- Provides vacancy turnovers, including coordinating and monitoring work needed to make vacant units ready within the timeframe established by the maintenance Foreman.
- Conducts daily inspections of housing sites and grounds to identify needs; disseminates information among team members. Identifies safety issues and hazards, documenting safety concerns in reports to maintenance Foreman.
- Completes appropriate work order documentation for all maintenance tasks.
- Carpenter, may be asked to plan and supervise in-house projects and file the appropriate building permits.
- Performs other duties as assigned.

Behavioral Competencies
This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

High School Diploma, GED, or vocational school equivalent required and a minimum of three (3) years of experience in construction or building maintenance; or vocational training focusing in carpentry. An equivalent combination of education and experience may be considered. Must possess a valid Massachusetts driver's license and be insurable under the Authority's plan.

- Current Construction Supervisor License (CSL) and ten (10) years of experience.
- Proficiency in all aspects of carpentry, from framing through finish work.
- OSHA 30 Construction certification preferred.
- Accredited training may be considered toward the experience requirement.

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to learn other programs as required by assigned tasks.

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.

To perform this job successfully, the employee is frequently required to travel to various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must regularly transport up to 50 pounds.

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.

The position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Application

Please submit resume to careers@brooklinehousing.org