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| **Community:** | Garden Spot Village |
| **Department:** | Construction |
| **Reports to:** | Renovation Superintendent |
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| **Overview:** | The Renovation Specialist performs carpentry, demolition, light plumbing /electrical work for renovations and refurbishments to our apartments, cottages and carriage houses. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Works in the field performing various tasks in and around various properties and construction.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Performs other duties and responsibilities as assigned.

**General Remodeling & Construction Skills**

**(Including but not limited to)**

**Interior**

* Demolition
* Removal of flooring
* Framing
* Finish Carpentry installation of interior and exterior trims
* Drywall repair, install, finish
* Light Painting and finishing
* Installation of interior doors
* Removal and Installation of door locksets and hardware
* Removal and Installation of sinks, toilets, shower/tub, fixtures
* Installation of cabinets
* Installation, removal of appliances

**Exterior**

* Installation of siding of all varieties
* Aluminum brake work
* Ability to inspect windows and doors
* Steps and railings
* Pressure washing

**General Remodeling & Construction Skills (Cont)**

**(Including but not limited to)**

**Mechanical, Electrical, Plumbing**

* Working knowledge of Outlets, switches, breakers and electrical wiring
* Basic plumbing removal and reconnects of toilets, sinks, baths, faucets and laundry
* HVAC components replacement/installation

**Equipment to be Used**

* Working knowledge of hand and power tools.

**Job Qualifications**

* H.S graduate or equivalent.
* Three or more years’ experience as a carpenter or an equivalent combination of experience and technical training.
* Valid PA driver’s license, clean driving record and reliable transportation.
* Knowledge of residential building practices, home repairs and maintenance.
* Must be organized & able to prioritize deadlines.

**Working Conditions**

* Ability to work both indoors and outdoors, and the ability to spend considerable time standing, sitting, walking, kneeling, and squatting, and ability to traverse all types of terrain.
* Use of hands and fingers to handle and feel objects, tools, or controls.
* Must be able to climb stairs/ladders, bend at the waist, twist, climb, stoop, stand, walk, grasp, push, pull, to enable safe material handling.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date