

## **POSITION DESCRIPTION**

TITLE: Lead Carpenter

EFFECTIVE DATE: 01/17/2022

FLSA STATUS: Non-exempt / hourly

WAGE: \$25-\$30/hr dependent upon experience + added benefits

### **BASIC FUNCTION:**

Responsible for various aspects of installation of home building materials such as trim, cabinets, railing systems, fireplaces, and other finish materials as well as being able to complete a punch list and do general warranty work. May require setting up areas for installation, demolition, placing reinforcement, backing and other preparation work to allow for a finished home. Understands technical and custom setup details such as wrapped steps, insets and diagonal layouts.

### **QUALIFICATIONS:**

- 2+ years experience as a Lead Carpenter
- Must be able to read, write and speak English
- Must have a valid Driver's license
- Requires ability to set up jobsite without supervision
- Must know basic arithmetic and geometry and understand basic lineal and cubic measurements
- Must be able to read blueprints effectively
- Must be able to use a level in all aspects of job
- Must have ability to teach and train other employees
- Requires knowledge of construction material, strengths, reinforcements and company processes.
- Must be able to handle adverse weather conditions
- Must be able to operate equipment per operation guidelines to include safety procedures

**Note:** Condition of Employment is determined on employee qualifications, and approval of (post offer) pre-employment physical, drug testing, skill assessment testing, required licensing / certification to perform the essential functions of the job, MVR (motor vehicle report) and certificate of insurance.

### **RESPONSIBILITIES**

- Properly complete and submit all necessary and required paperwork once job is completed

- Keep work area and jobsite clean and safe
- Perform all assignments / jobs according to company procedure
- Use time management and leadership skills to improve performance and labor figures
- Detect when job is not ready for required task and informs management and corrects the situations as advised to do so
- Places company equipment and tools in proper place in the shop and replaces lost or stolen tools within 2 days
- Aware of material cost and work to minimize waste
- Keep all personal tools organized and clean never uses other employee's tools without permission
- Cleans and reloads company tools on company trucks and trailers, and ensure no tools or equipment are left on jobsite
- Shows respect for all company equipment used
- Accepts changes or mistakes and uses them as learned in future use
- Attends all company sponsored training events targeted for continuing personal growth and development
- Reports to appropriate management team members any deviation from safety, budgeting, or scheduling guidelines that may become potential liabilities or client complaints
- Perform other duties as outlined by management
- Ensure company and customer satisfaction through professional appearance, expert workmanship and polite communication.
- Attend all company/client meetings approved by the Production Manager.
- On a daily basis, inform the Production Manager of the progress of the project, including any customer concerns, problems, delays, etc.
- Supervise the activities of the company's field carpenters and/or independent subcontractors, which include oral and written communication as needed.
- Be responsible for the efficient and profitable use of the company's time, manpower and materials on each project as included in project estimate sheets.
- Responsible for tracking the progress and profitability of the projects under his or her supervision and reporting to the Production Manager.
- Ensure the image of the company is supported by the appearance and activities of the installation teams and job sites.
- Attend seminars and shows to obtain new product knowledge and new installation procedures.
- Seek additional responsibility and guidance from company management employees as needed to enhance existing skills, learn new skills, and create potential for advancement within the company.
- **Will report circumstances, allegations, complaints, or actions that suggest impropriety or a violation of any federal, state or city law / ordinance including issues of discrimination, harrassment or violent behavior, to the President**