

DETAILED JOB DESCRIPTION

PURPOSE

The Lead Carpenter will be an assistant to a Project Manager and will take direction from him. The Lead Carpenter should possess basic carpentry skills and perform work in a safe manner and follow company policies and procedures. Lead Carpenters help manage jobs under the direction of the Project Manager and will perform carpentry work and other miscellaneous work as needed. Lead Carpenters should have the ability to cultivate and foster a positive and respectful relationship with Clients, Trade Partners and other Company members.

TECHNICAL KNOWLEDGE REQUIRED

1. Familiarization with the use of transit and related equipment to set grades, heights of footings, foundations and other concrete details (i.e.: Flatwork)
2. Read Blueprints with an Architect's scale, as well as other construction documentation
3. Layout and build framing sections per plans
4. Install and build all relevant components of interior trim packages
5. Basic carpentry skills
6. Familiarization with Electrical, Plumbing , and HVAC systems
7. Familiarization with desk top computers, and Smartphones for use with BuilderTrend, email and texting for communication

RESPONSIBILITIES

1. Praise team members for a job well done, accept and suggest improvements when needed.
2. Responsible for carrying out demo, carpentry labor, material handling, and job site cleanup as assigned by the Project Manager. Questions or problems should be brought to the attention of the Project Manager, Production Manager, or Owner respectively
3. Is Self-Motivated to improve on carpentry skills and gain greater understanding of basic construction techniques. Performs to the best of their ability; follows directions well
4. Maintains a safe and clean job site
5. Respectful of client's property. Protects furniture/belongings from construction materials, debris, etc.
6. Understands and complies with all company policies
7. Understand and complies with all safety guidelines
8. Maintains excellent company image; demonstrates integrity
9. Maintains positive client relations as well as other team members and public relationships
10. Attends company meetings and company functions as requested
11. Assist with other duties around the shop which include, but are not limited to, facility maintenance, vehicle maintenance, grounds keeping, etc.
12. Demonstrates allegiance to company; respect for supervisors
13. Miscellaneous other duties as required

