

Entry Level

Job Description

Reports to Lead Carpenter or Carpenter II

Abilities and Knowledge

Measure accurately using a standard tape measure

Knowledge of speed square and able to use for basic functions

Knows how and is able to use a skill saw safely.

Can demonstrate the proper use of a hammer

Demonstrates a basic knowledge of fasteners; their names and function

Basic Math skills

Adding and subtracting fractions

Multiplying and dividing

Finding area of a floor or wall

Finding area of a circle

General Responsibilities

1. As an employee of this company you are expected to represent the professional image of this company by:
 - a. The standard workday is 7 AM to 5 PM .Be on time to work everyday, calling before the start of the workday if illness or family emergency prevent your attendance that day. These are the two recognized reasons for missing work without prior notice.
 - b. You are expected to invest your own money in the purchase of tools that will be necessary for the job classification you are in within 3 months of obtaining that designation.
 - c. This job is a career choice. It is your responsibility to learn and demonstrate knowledge and ability to advance in position and pay scale
 2. Safety is important on many fronts. You are responsible for your own safety. You must learn the safety practices of this company and adhere to them.
 3. Time cards are due on **Monday** each week by 7am . It is your responsibility to fill in your time card properly everyday and turn in to the office. Time cards that are not turned in on time or that are incomplete will not be paid until the next pay period.
 4. It is every employee's responsibility to be productive on the job site. If you have completed an assigned task, ask to be given another. If the Lead Carpenter is busy use the time well by cleaning up, stocking materials, etc.
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Customer Satisfaction

1. Keeping the job clean.
 - a. Broom clean on a daily basis.
 - b. Vacuum clean at the end of each week or as requested by Lead.

Job Site Duties

1. Arriving at the Shop before 7 AM to allow for setup and remain on the job until ----- PM
2. Taking a one half hour lunch and breaks as directed by supervisor.
3. Installing all dust, safety, and security protections before any work is started on the project.
4. For enforcing all company policies regarding safety, foul language, drugs, drinking and smoking. If someone continues to violate these policies it is your responsibility to report them to your supervisor.
5. Enforcing all company safety policies and provide safe conditions for both workers and clients.
6. Protecting the client's property from theft, damage, or weather related loss.
7. Protecting any items that will be reused or cannot be removed from the construction area, such as cabinets, bushes, or pool tables.
8. Maintaining a clean job site as seen from the street.
9. Removing large quantities of debris on a **Daily** basis or as needed.
10. Never using a client's property or tools.
11. This job requires assisting Carpenter I, Carpenter II, and Lead Carpenters with their work. It includes but is not limited to the following:
 - a. Carrying lumber
 - b. Sweeping floors
 - c. Picking up trash
 - d. Cutting, assembling, and installing, Siding, windows, doors, and decking, ect..
 - e. Digging footers
 - f. Organizing the job site supplies
 - g. Climbing ladders and working at height up to but not limited to 30 feet.
 - h. Lifting other heavy loads.
12. Other duties as assigned by the Lead Carpenter or Carpenter II

Carpentry Labor

1. Completing all work related to carpentry and other work generally done by this company as directed by the Lead Carpenter. Such as:
 - a. Framing
 - b. Exterior trim
 - c. Install windows and doors
 - d. Install siding of all varieties
 - e. Install interior doors
 - f. Install interior trim of all varieties
 - g. Install cabinets
 - h. Install Deck flooring & Railing.
 - i. Install hardwood floors
2. Having all the Hand tools required for this job classification.
3. Maintain and Care for Company Provided Tools & Equipment

Supervision and Scheduling of Subcontractors

1. Either cleaning up or ensuring that the subs clean up.

Material Management

1. Assist Lead Carpenter in ordering the proper amount of materials to ensure that trips to the lumberyard during the working day are limited *to one every two weeks*.
 2. Receive material deliveries, sign receipts, and check to ensure proper quantities and quality.
 3. Returning undamaged materials that cannot be used at the first available time.
 4. Storing materials in a way that reduces damage after they are delivered to the site.
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Maintenance of Job Paperwork

1. Completing your time card at the end of everyday.
 2. Submitting all receipts of purchased or delivered items every Friday.
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Tools

Required for first day of work

1. 30 foot tape measure
2. Screw driver set
 - a. Phillips heads #1, #2
 - b. Flat head #1, #2
3. Flat bar
4. Cat's paw nail puller
5. Tin snips (straight)
6. Chalk-line (blue or red)
7. Nail set
8. Utility knife
 - a. Heavy duty blades
9. Hammer (16 oz. siding)
10. Carpenters apron or bags
11. Knee pads- (Optional)
12. Small snips Red and Green.
13. Tool box
14. Carpenters Pencils
15. Gloves

To be invested in:

1. Needle Nose Vise grips (6")
2. Adjustable crescent wrench (10")
3. 4 piece chisel set
4. Pliers