

Carpenter I

Job Description

Reports to Lead Carpenter or Carpenter II

Knowledge and Abilities

Pass the knowledge Evaluation for advancement/placement to Carpenter I

Have sign off on all skill tests in field by company certified trainer.

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 _____ 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 6 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. When designated to do so by the Lead Carpenter, supervise Entry Level employees in activities that they are assigned.
3. 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.
4. Check and keep track of job site inventory on a daily basis and advise Lead Carpenter for ordering.
5. 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.
6. Time cards are due on **Monday** at **7 AM**. It is your responsibility to fill in your time card 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.
7. When asked by the Lead Carpenter you will be expected to work independently. This will require attention to detail, quality, and an ability to stay on task until finished.

Customer Satisfaction

1. Keeping the job clean.
 - a. Broom clean on a daily bases.
 - b. Vacuum clean at the end of each week or as requested by the 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. Not performing any work not in the contract unless authorized by a signed Change Order.
 7. Protecting the client's property from theft, damage, or weather related loss.
 8. Protecting any items that will be reused or cannot be removed from the construction area, such as cabinets, bushes, or pool tables.
 9. Installing and maintaining a company job sign in the front of the job.
 10. Maintaining a clean job site as seen from the street.
 11. Removing large quantities of debris on a Daily basis or as needed.
 12. Never using a client's property or tools.
 13. All tasks assigned by Lead Carpenter or Carpenter II including but not limited to:
 - a. Cleaning site – Materials stacked neatly, floors clean, tools put away, yard clean, trash pile neat, mud off driveway and roads.
 - b. Digging footers
 - c. Moving lumber
 - d. Install dust protection before work begins
 - e. Tool set up and break down each day
 - f. Studying materials provided by Production Manager for advancement
 - g. Learning by watching, asking questions, and participating in the work.
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Carpentry Labor

1. completing all work related to carpentry and other work generally done by this company as directed by 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 and Railing
 - i. Install hardwood floors
 2. Having all the tools required for this job classification.
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Supervision and Scheduling of Subcontractors

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

1. Assisting the Lead Carpenter to 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.

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. 4 foot level
6. Tin snips (straight)
7. Chalk-line (blue or red)
8. Nail set
9. Utility knife
 - a. Heavy duty blades
10. Hammer (framing)
11. Carpenters apron or bags
12. Knee pads, (Optional)
13. Small snips red and green
14. Tool box
15. Carpenters Pencils
17. Gloves
18. Needle nose Vise Grips (6")
19. Adjustable crescent wrench (10")
20. 4 piece chisel set
21. Pliers
22. String line

To be invested in:

1. Misc
2. misc