JOB DESCRIPTION—CARPENTER

Revised 10/7/17

1.0 INTRODUCTION

1.1 The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, duties and responsibilities, and measurements of performance of the Carpenter of Appletech Design & Construction.

2.0 FUNCTIONAL ROLE

2.1 The primary function of the Carpenter is to work as part of the crew in completing a construction project in a timely manner with good quality. Additionally, our Carpenter must be well versed in all the necessary elements of the construction project assigned.

3.0 REQUIREMENTS

3.1 Education

Preferred: High School diploma or GED equivalent

3.2 Experience

Required: Two or more years' experience in residential construction.

3.3 Skill, Knowledge, Abilities

Thorough knowledge of materials, methods, and the tools involved in the construction or repair of houses. Thorough operating knowledge of all carpenter hand tools and power tools, including their uses, repair and maintenance. Ability to communicate well with both management and crew. Ability to work with crew to successfully complete projects. Ability to get along with people. Ability to read blueprints and do material take-offs.

3.4 Mental

Problem-solving skills and common sense. Ability to follow verbal and written instructions. Ability to take measurements and make calculations.

3.5 Physical

Body positions used occasionally: Climbing, standing, sitting, walking, reaching, bending, balancing, squatting and kneeling. Vision: Sufficiently corrected vision for reading written documentation. Must be able to hear adequately with correction. Able to lift and move up to 100 pounds occasionally. Use of hands and arms in handling, installing, positioning and moving materials and manipulating things.

3.6 Working Conditions

Work occurs primarily in an on-site environment and may be indoors or outdoors. May sometimes involve heights, exposure to hot or cold weather, loud noises, dust and fumes.

3.7 Other—Must be approved by insurance company to drive company truck and have current driver's license to drive personal vehicle on company business.

4.0 REPORTING RELATIONSHIPS

4.1 Carpenter reports to the Working Foreman or Residential Construction Lead Superintendent.

4.2 Carpenter helps/leads Laborers.

5.0 AUTHORITY

5.1 He/she is subject to the limitations issued by the Working Foreman or the Residential Construction Lead Superintendent, the company's Employee Handbook, any contractual agreements with the customer, company safety and OSHA requirements, and good management practices.

6.0 DUTIES AND RESPONSIBILITIES

6.1 Help complete projects on time, within budget and help ensure job quality.

6.2 Prepare layout, using squares, chalk line and tape measure.

6.3 Construct, erect, install and repair structures and fixtures, using carpenter's hand tools and power tools.

6.4 Clean work areas and equipment to maintain a clean and safe jobsite.

6.5 Follow local building codes.

6.6 Follow blueprint and house plan requirements

6.7 Work in a productive and efficient manner.

6.8 Assist with training of Laborers to improve their skills.

6.9 Procurement of materials is completed in an efficient and timely manner.

6.10 Maintain and secure tools and equipment.

6.11 Maintain a positive working relationship with co-worker, management, customer, subcontractor, and inspector.

6.12 Complete timecard daily.

6.13 Maintain and secure tools and equipment.

6.14 Any other duties as requested or as appropriate.

7.0 MEASURES OF PERFORMANCE.

7.1 Work in a safe manner, follow OSHA and company safety policies and wear appropriate safety equipment.

7.2 Follows employee policies and procedures.

7.3 Help crew complete projects within the scheduled time frame.

7.4 Work in a productive and efficient manner.

7.5 Tools and equipment properly maintained and secured.

7.6 Team player.

7.7 Reports to work on time. Notifies Foreman when late or absent.

8.0 ACKNOWLEDGMENTS

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand the Project Manager or President has the right to change this description at any time.

_____ _____

Carpenter Date

_____ _____

Appletech Design & Construction Representative Date