

# Carpenter

**Department:** Construction Operations

**Job Status:** Full Time

**FLSA Status:** Non-Exempt

**Reports To:** Construction Operations Manager

**Grade/Level:** 1 thru 4

**Amount of Travel Required:** Occasional over-nite

**Work Schedule:** Monday thru Friday  
Starting at 6:15 a.m. up to a 12 hour day.

**Positions Supervised:** None

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## POSITION SUMMARY

Entry to mid level carpenter, capable of performing assigned duties and tasks as directed to effectively construct, erect, and repair, wood and or steel structures. Skill and experience level greater than a helper or laborer, but less than a lead carpenter, may need direction to perform more advanced carpentry skills. Able to work with a crew on the construction of projects located outdoors or inside buildings.

## ESSENTIAL FUNCTIONS:

1. Contact the Operations Manager daily to confirm availability for work prior to required start time in the event of illness, tardiness or when driving directly to the assigned jobsite.
2. Arrive at assigned worksite on time, ready and capable of performing required assignments.
3. Follow directions of immediate supervisor and carry out assigned tasks.
4. Retain knowledge learned on each project and have the ability to apply learned techniques to future projects.
5. Project a positive image at all times with customers, vendors, subcontractors, visitors and fellow employees
6. Follow established safety rules and regulations to maintain a safe, clean working environment.
7. Follow \_\_\_\_\_ code of conduct as listed in the Employee Handbook.
8. Carry out verbal and written instructions in a productive manner.
9. Organize assigned tasks, for completion either alone or with help.
10. Participate in all company sponsored training and meetings as required.
11. Work with a crew on the construction of projects located outdoors or inside buildings.
12. Climb ladders and or work at height up to 60 feet effectively.
13. Assemble wood and or steel construction components on the construction of buildings, in a productive and accurate manner.
14. Read and interpret basic measuring devices to measure, mark, shape and cut to specifications construction material using hand tools, and machines or power saws.
15. Lift, carry and manipulate objects of up to 80 lbs. for extended distances of up to 150 feet.
16. Ensure proper use, care and maintenance of all company owned equipment.

## POSITION QUALIFICATIONS

### Knowledge, Skills and Abilities / Competency Statement(s)

1. Ability to adapt to changes in the workplace in a timely manner. (**Adaptability**)
2. Ambition – Demonstrates drive, takes initiative and is self-motivated.
3. Able to effectively communicate with people at all levels, both in writing and orally. (**Communication Skills**)
4. Ability to take care of the customers' needs while following company procedures. (**Customer Oriented**)
5. Ability to make decisions while performing assigned tasks. (**Decision Making**)
6. Ability to pay attention to the details of a project or task. (**Detail Oriented**)
7. Ability to make decisions and take actions to solve a problem or reach a goal with minimal supervision. (**Initiative**)
8. Ability to find a solution for or to deal proactively with work-related problems. (**Problem Solving**)
9. Able to produce quality, error free work at level required. (**Quality**)
10. Ability to bring a can do attitude and energy to the performance of tasks, to facilitate completion of work assignments. (**Self Confidence**)
11. Ability to produce the quantity of work required for position. (**Productive**)
12. Ability to get along well with a variety of personalities and individuals. (**Interpersonal Skills**)
13. Ability to focus on assigned goals and obtain a pre-determined result. (**Goal Oriented**)
14. Ability to complete tasks or continue in a course of action in spite of opposition or discouragement. (**Persistence**)
15. Ability to accept responsibility and account for his/her actions. (**Accountability**)
16. Ability to perform work accurately and thoroughly. (**Accurate**)
17. Knowledgeable with the mathematical calculations needed to compute square footage, angles and volume.
18. Knowledge of and the ability to learn, retain, and apply the practices, procedures, techniques, and materials needed for effective construction methods. (**Technical**)
19. Knowledge of blueprints and the ability to read, understand and interpret them as it pertains to projects.
20. Knowledge of, and the ability to recognize normal hazards associated with the construction environment
21. Ability to use basic construction power and hand tools required, to perform assigned job duties and tasks.
22. Skilled in the trait of being organized or following a systematic method of performing a task. (**Organized**)

## EDUCATION

**Required:** High School Diploma or General Education Degree (GED)

**Preferred:** Degree in wood techniques, or construction management.

## EXPERIENCE

**Required:** None

**Preferred:** Minimum of one-year prior construction experience working with wood or steel construction.

## PHYSICAL DEMANDS

### Physical Abilities

|                      |                  |
|----------------------|------------------|
| Stand                | C (Constantly)   |
| Walk                 | C (Constantly)   |
| Sit                  | R (Rarely)       |
| Handling / Fingering | F (Frequently)   |
| Reach Outward        | F (Frequently)   |
| Reach Above Shoulder | O (Occasionally) |
| Climb                | F (Frequently)   |
| Crawl                | R (Rarely)       |
| Squat or Kneel       | O (Occasionally) |
| Bend                 | F (Frequently)   |
| Turn / Pivot         | F (Frequently)   |

### Push / Pull

|                |                  |
|----------------|------------------|
| 12 lbs or less | F (Frequently)   |
| 13-25 lbs      | F (Frequently)   |
| 26-40 lbs      | F (Frequently)   |
| 41-100 lbs     | O (Occasionally) |

### Lift /Carry

|                |                  |
|----------------|------------------|
| 10 lbs or less | C (Constantly)   |
| 11-20 lbs      | C (Constantly)   |
| 21-50 lbs      | F (Frequently)   |
| 51-100 lbs     | O (Occasionally) |
| Over 100 lbs   | R (Rarely)       |

### Grasping

|        |                |
|--------|----------------|
| Firmly | C (Constantly) |
| Light  | F (Frequently) |

- R (Rarely)** Occupation requires this activity less than 20% (0 – 1.6 hrs/day)  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth Perception)
- **Sense of Sound** (Ability to hear standard and customary construction sounds such as backup warning signals etc.)
- **Sense of Smell**
- **Sense of Touch**
- **PPE** (Personal Protective Equipment) Hard Hats, Safety Glasses, Steel Toed Boots and Fall Protection Equipment

## Other Requirements

## WORK ENVIRONMENT

Most work will be performed on outdoors construction sites, subject to extreme heat / cold for extended periods. Walking / working on smooth to uneven ground in a variety of conditions.

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional requirements may be assigned by supervisors. This position description does not constitute an Employment Contract and all employment remains "At Will".