

**JOB TITLE:** Carpenter  
**REPORTS TO:** Field Supervisor  
**EXEMPTION STATUS:** Non-Exempt  
**GRADE/SALARY:**  
**DEPARTMENT:**  
**LAST UPDATED:**

### **PURPOSE**

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Carpenter of \_\_\_\_\_.

### **BASIC FUNCTION**

The basic function of the Carpenter is to perform assigned tasks and duties in relation to commercial building construction, site work, concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, finishes, specialties, equipment, furnishings and special construction.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Turn in weekly timesheets by Wednesday at 5:00pm.
- Complete daily logs by 8:30am each day for previous day as requested by Supervisor.
- Install or fabricate commercial building systems.
- Mobilize vehicles with necessary equipment and materials for the workday.
- Perform demolition of interior/exterior build-out in designated areas as assigned with respect towards equipment, property, and safety.
- Read and understand blueprints and spec book as needed.
- Assist Supervisor in monitoring specific job site materials daily.
- Prepare layout using tape measure, framing square, and chalk box.
- Mark cutting and assembly lines on materials, using pencil, chalk, and marking gage.
- Cut materials to prescribed measurements, using appropriate tools.
- Assemble cut materials and fasten them together with proper fasteners.
- Verify trueness of structure with plumb bob and carpenter's level, and/or laser.
- Erect framework for structures including decking and sheathing.
- Lay out, build, and install stairs, partitions, and case work.
- Fit and install prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware.
- Lay out, form, prep grade, pour, and finish concrete.
- Erect scaffolding and ladders for assembling structures above ground level to OSHA requirements.
- Keep project site clean and appearance professional daily.
- Lay out and put work in place with minimal direction during construction.

- Ensure vehicle and equipment is cleaned and maintained as it is used.
- Perform vehicle and equipment inspections daily and report items as necessary to the Field Supervisor.
- Maintains equipment and tools in good condition with all safety guards and features in place when in operation.
- Utilizes tools & equipment trained to operate and requests training when needed.
- Ensure proper signing in/out procedures is completed as equipment/material is used.
- Complete OSHA 10 Hour, Forklift and Aerial certifications when offered.
- Use, maintain, and inspect safety equipment and personal protective equipment prior to use.
- Maintain overall safety of all person(s) on job site daily.
- Completes safety inspections as requested.
- Performs tasks safely and doesn't attempt to complete without proper training.
- Knows location of first aid kit, fire extinguisher, MSDS, egress routes and emergency information when reporting to jobsite.
- Attend and participate in all required safety trainings and toolbox talks.
- Ability and willingness to travel when required.
- Perform job in a professional manner (appearance, language, behavior).
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Follow company policies and procedures.
- Upholds the values and missions of \_\_\_\_\_.
- Provide coaching and mentoring to carpenter apprentices and other associates.
- All other duties as assigned.

## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

### **EDUCATION**

- Required: High School Diploma or GED
- Preferred: Completion of apprenticeship program.

### **LICENSING/REGISTRATION/CERTIFICATION/TOOLS**

- Required: Have and maintain valid Driver's License along with proof of auto insurance according to company standards
- Required: Personal hand tools as required according to the companies tool policy

### **EXPERIENCE**

- Required: 4-8 years experience and knowledge of commercial construction including blueprint reading and safety requirements.
- Required: Experience in construction industry terminology.

## **SKILLS, KNOWLEDGE, AND ABILITIES**

- Basic knowledge of OSHA regulations.
- Fluency with tools used in various trades.
- Knowledge of building code requirements.
- Knowledge of the general construction industry and the sub trades.
- Ability to communicate with Project Managers, Field Supervisors, subcontractors, fellow associates, and all project site visitors.
- Ability to perform tasks and follow directions assigned by the Field Supervisor and Project Manager accurately and within the specified timeframe.
- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.
- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Ability to take pride in servicing the customer and having a strong commitment to safety.
- Ability to work within precise limits or standards of accuracy and quality.
- Ability to work in a team environment and add input to discussions.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Ability to communicate with basic understanding of the English language.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Ability to interact with management.

## **PHYSICAL DEMANDS**

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Carpenter's job.

While performing the responsibilities of the Carpenter's job, the associate is required to talk, see, and hear. The associate is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must be able to elevate to heights of 30 feet or higher and lift 75 pounds or more.

## **WORK ENVIRONMENT**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Carpenter may encounter.

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

## **CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the Carpenter's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

## **ADDITIONAL REQUIREMENTS FOR APPRENTICES**

- Record paid related work hours on timecard weekly.
- Maintain work report log daily (completed fully and signed by apprentice & supervisor) and submit to the office between the 1<sup>st</sup> and the 5<sup>th</sup> of each month.
- Maintain a C average grade level through the apprenticeship course.
- Responsible for obtaining unpaid work related hours on own time and at own expense as described within the contract with the State of Wisconsin (includes OSHA 10, CPR & First Aid).
- Report absences to \_\_\_\_\_ office and ABC Wisconsin office prior to missing class and make arrangements with instructor to make up missed assignments.
- Ensure all tuition and book fees are paid accordingly along with any other expenses incurred from the apprenticeship.
- Follow company requirements and State apprenticeship program standards accordingly.