

CARPENTRY FIELD CREW

Roles	Goals	Responsibilities	Skills	1 - 6	Examples / Comments	Training Program
Foremen	<ul style="list-style-type: none"> _____ Carpentry jobs run effectively and efficiently All _____ stakeholders view Carpentry crews as efficient and knowledgeable All sub-contractors and owners feel comfortable working with _____ Carpentry crews Master all skills that are a part of a Carpentry Foremen position 	<ul style="list-style-type: none"> Consistently pre-plans work to be done Full understanding of construction phases, all divisions of work 1-16 Leadership qualities Notifies proper people when equipment and tools are not operating correctly Train and motivate crew members on a daily basis Jobs completed within estimated hours Completes all necessary paperwork required for each job, including time sheets, equipment operators checklist, additional work forms, warning and disciplinary sheets Enforces _____'s safety policies and procedures for the entire crew on a daily basis Can determine quantities of materials required and place orders using proper procedures Schedules manpower with Supervisor in a timely manner 	<ul style="list-style-type: none"> Full understanding of blueprint reading Full understanding of spec and shop drawings Full understanding of all tools required for each job and there use Full understanding of all equipment required for each job and there use Full understanding of all safety equipment and there use Properly complete any task required for the job Communicate with all stakeholders involved with the project Safety training in the following areas: First Aid / CPR Training, Bloodborne Pathogens, 10 hour OSHA Training course, Supervisory Training including accident investigation, competent person etc. and attend ABC Safety Conference once a year as specified by Safety Director Stair framing Full understanding of truss prints and layout All finishing work Hang door and trim Install Toilet partitions Install base and chair rail crown molding Install cabinets Wood framing techniques and procedures 			

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Leadman	<ul style="list-style-type: none"> Teamwork among the crew members is noticed by all stakeholders Masters all skills that are a part of the Carpentry Leadman position 	<ul style="list-style-type: none"> Supports the foreman Works with the foremen on training and motivating personnel on a daily basis Can perform the foreman responsibilities on a part-time basis Can productively run the job and other crew members when the foremen is not present Enforces _____'s safety policies and procedures for the entire crew on a daily basis Helps Foremen to schedule tasks and monitor production Proactively looks for ways to improve performances 	<ul style="list-style-type: none"> Full understanding of blueprint reading Full understanding of spec and shop drawings Full understanding of all tools required for each job and there use (listed below) Full understanding of all equipment required for each job and there use (listed below) Full understanding of all safety equipment and there use Framing – layout – steel – wood Bracing – wall and trusses Install hardware per schedules Install toilet accessories Wood framing techniques and procedures Plus all skills of craftsman Hold valid drivers license 			
Craftsman	<ul style="list-style-type: none"> Masters all skills that are a part of the Carpentry Craftsman position 	<ul style="list-style-type: none"> Complete basic construction phases on their own and with others Full understanding of equipment use and operation required for each job Full understanding of tool use and operation required for each job Full understanding of safety equipment use and operation Abides by _____'s safety policies and procedures on a daily basis 	<ul style="list-style-type: none"> Basic blueprint reading skills Understanding of shop drawings Specific construction phases Specific tools (listed below) Specific equipment (listed below) Full understanding of all safety equipment and there use Wood framing techniques and procedures Plus all skills of an apprentice Hold valid drivers license 			
Apprentice	<ul style="list-style-type: none"> Masters all skills that are a part of the Carpentry Apprentice position 	<ul style="list-style-type: none"> General knowledge of certain equipment and there use General knowledge of certain tools and there use General knowledge of all safety equipment and its use Abides by _____'s safety policies and procedures on a daily basis 	<ul style="list-style-type: none"> Specific construction phases Specific tools (listed below) Specific equipment (listed below) Full understanding of all safety equipment and there use Plus all skills of a laborer Hold valid drivers license 			
Laborer	<ul style="list-style-type: none"> Masters all skills that are a part of the Carpentry Laborer position 	<ul style="list-style-type: none"> Basic knowledge of certain equipment and there use Basic knowledge of certain tools and there use Basic knowledge of all safety equipment and its use Abides by _____'s safety policies and procedures on a daily basis 	<ul style="list-style-type: none"> Specific construction phases Specific tools (listed below) Specific equipment (listed below) Full understanding of all safety equipment and there use Hold valid drivers license 			

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Tools & Equipment of the Trade	<ul style="list-style-type: none"> Can effectively operate and use safely each tool and piece of equipment specified for my skill level 	<ul style="list-style-type: none"> Learn how to operate each tool in my skill level Learn how to operate each piece of equipment associated with my skill level Learn all the safety factors involved with each tool and piece of equipment Make sure not to use any tool or piece of equipment not properly trained on 	<p style="text-align: center;"><u>Leadman</u></p> <p>Tools: All tools listed for craftsman plus:</p> <p>Equipment: Same as craftsman</p> <p style="text-align: center;"><u>Craftsman</u></p> <p>Tools: All tools listed for apprentice plus: Compound Miter Saw</p> <p>Equipment: Same as apprentice</p> <p style="text-align: center;"><u>Apprentice</u></p> <p>Tools: All tools listed for laborer plus: Level Straight Line Laser Framing Square Table Saw Miter Saw</p> <p>Equipment: All equipment listed for laborer plus: Forklift Extending Boom Lift</p> <p style="text-align: center;"><u>Laborer</u></p> <p>Tools: Skilsaw Power Nailing Gun Square Cutoff/Chopsaw Sawzall Tape Measure Screw Gun Powder Actuated Tools</p> <p>Equipment: Scissor Lift</p>			
Employee Is employed as a member of the _____ Company	<ul style="list-style-type: none"> _____ creates an environment where employees support one another All stakeholders recognize _____ as an organization that they can rely on when a commitment is made Clients recognize _____ as a quality Design/Build service provider and they seek us out to do all their work _____ continues to improve on their level of service and expands their capabilities in serving their clients 	<ul style="list-style-type: none"> Supports the Company's value statement and lives it on a daily basis Incorporates and practice the four (4) disciplines of a healthy organization on a daily basis 				

Skills Rating: 1- Untrained
 2- In Process of Learning
 3- Needs Improvement
 4- Meets basic expectations of roles and responsibilities
 5- Meets and at times exceeds expectations of roles and responsibilities
 6- Has a complete understanding and performs roles and responsibilities

Date _____ Reviewer _____ Employee _____