

# LIGHTHOUSE CONSTRUCTION

## JOB DESCRIPTION

**Position Title: Carpenter**

**Status: Non-Exempt (Hourly)**

**Department: Construction**

**Reports To: Field Operations Manager**

### **Purpose of Job**

The Carpenter function is responsible for possessing the highest level of carpentry skills, jobsite safety, and maintaining regular contact with Foreman/Project Management while ensuring that company policies and procedures are upheld. This function is responsible for maintaining customer satisfaction through quality craftsmanship and efficient work.

### **ESSENTIAL RESPONSIBILITIES & DUTIES**

1. Perform carpentry at the highest level as required.
2. Maintain a diverse knowledge of carpentry skills as it pertains to residential and light commercial construction.
3. Use tools and equipment as it relates to the project.
4. Expedite timely completion of the work to maintain schedule and goals as it pertains to time goals and budgets relayed by the Foreman/Project Management.
5. Ensure jobsite safety, maintenance of company tools, and enforce all job site rules.
6. Maintain regular Project Management/Supervisor contact for duration of projects and assist with requested updates.
7. Read and interpret paperwork, including plans and specifications, scope of work, change orders and cost updates. Bring questions, discrepancies and unusual conditions to the attention of the Foreman/Project Manager.
8. Provide necessary information to the Foreman/Project Management for change notices.
9. Understand the scope of the work and discuss all requests for additional work with the Project Manager.
10. Maintain the construction documentation/plans on-site as it pertains to the project. Reaching out to Project Management and Design as needed for additional documentation/information.
11. Work to complete tasks in a timely manner to maintain the project schedule.

### **ADDITIONAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

- Must be able to perform multiple tasks simultaneously
- Ability to operate a variety of carpentry equipment such as saws, sanders, power and hand tools, or any other type of equipment required to perform the task assigned.
- Perform rough and finished carpentry, from beginning to end including new construction, maintenance and repair.
- Act as consultant to project managers and estimators to provide insight and technical knowledge needed to complete their objectives.
- Assist with materials and supplies needed to complete work orders. Assure compliance with building, health and safety codes and standards.
- Maintain hand and machine tools; maintain and service assigned equipment.
- Maintain a clean and neat working environment in the property owner's building as well

as company vehicles, trailers and warehouse. Vehicles, trailers, and equipment must be housed at the Lighthouse Construction office daily unless otherwise authorized by Supervisor.

- Must be able to build positive customer service relationships with the property owner, project team members, and our internal staff.
- Assist in reading and interpreting sketches, blueprints and diagrams, and perform mathematical calculations. Follow oral instructions as needed by the Supervisor.
- Communicate clearly and concisely, both orally and in writing. Ensure that customers are treated with the utmost courtesy and professionalism.
- Possess knowledge of Uniform Building Codes, federal and state rules and regulations.
- Inform Project management of any customer concerns immediately.
- Present a professional appearance, being well groomed and neatly dressed following the dress code of carpenter/painter pants and a company provided shirt.
- Must meet and exceed all Company requirements as outlined in the company handbook
- Good communication, job coordination and supervisory skills
- Extensive rough and finish carpentry skills including cut-ins, and superior knowledge of construction methods and techniques
- Must have a good working knowledge of related building trades
- The ability to interact and communicate well with all job site crew, subcontractors, and the client (as needed)
- Share knowledge with others, mentoring and showing crew on an individual basis
- Ability to perform physically demanding work on a consistent basis, including lifting 100 pounds
- Background check and driver's license must be in good standing.
- Maintain communication with all team members.
- Attend necessary meetings; be willing to accept continued education to stay current with new technology and methods as requested.
- Assume responsibility for professional development.
- Cover for peers during vacations and other times of need.
- Participate in the orientation of new staff as requested by management.
- Support the success of the company through all actions with honesty and integrity.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Provide leadership to others through example and sharing of knowledge and skills.
- Professionally represent the Lighthouse Construction principles of honesty, integrity and a positive attitude.
- Support the success of the franchise through all actions.
- Other duties as required or requested.

**SUPERVISORY RESPONSIBILITIES:** From time to time independent work will be required, and it is expected that the Carpenter will set an efficient pace. Preform project logs to document completed work by the Carpenter or other onsite labor such as subcontractors.

**SUPERVISION:** General – routine duties are performed with minimal supervision; standard practices or procedures allow one to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

**QUALIFICATION RESPONSIBILITIES:** To perform this job successfully, an individual must be

able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Knowledge of principles, procedures and terminology used in the carpentry trade and tools and materials used in custom carpentry. Methods and procedures in building construction repair and remodeling. Occupational hazards and standard safety practices.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with customers or employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Communicate problems or variables to Project Manager.

**COMPUTER OPERATIONS:** Ability to use company software, BuilderTrend. Review schedules and update with project logs as needed to document project updates to both Project Managers and clients.

**PLANNING/ORGANIZATION SKILLS:** Lead assigned project(s), work independently or as a team member, and delegate assignments when needed.

**CERTIFICATES, LICENSES, REGISTRATIONS:** As requested by senior management. Must have and maintain a valid driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may from time to time be required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee frequently lifts and/or moves up to 50 pounds. There may be occasions in which the employee is required to lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), Distant vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability

to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Will be required from time to time to work in wet or humid conditions, work near moving mechanical parts, work in high precarious places, be subjected to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and have risk of electrical shock, and vibration. Use Proper PPE when needed or necessary.

Physical activity level is moderate performing somewhat strenuous daily activities of a primarily administrative nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

**WORK SCHEDULE/HOURS:** Employee is expected to work during the normal business hours. In addition, the position may require work outside the regular hours depending on workload.

**OSHA CATEGORY:** This position performs tasks that may involve highly unlikely exposure to blood, body fluids, or tissue. All employees are offered the opportunity to receive the Hepatitis B vaccination series.

**TRAVEL:** Minimal overnight travel by land and/or air may be required from time to time.

**COMPENSATION:** Carpenter's are compensated on an hourly rate depending on experience.

**COMMENTS:** This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. Other functions may be assigned and management retains the right to add or change the duties at any time.

**Approved By:**

**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I acknowledge that I understand the job duties and responsibilities of the Carpenter's job description.**

**Employee's Signature:** \_\_\_\_\_