

## MISSION FOR CARPENTER

**The mission of a Carpenter is to successfully build and complete the daily tasks assigned by the Lead Carpenter and Project Manager. A successful task is built with high quality, on time, and without wasting materials.**

### OUTCOMES / RESULTS

1. Build with HIGH QUALITY: meeting building codes, and specs/instructions from PM or client.
2. Build ON TIME according to the time schedule created by you and the Lead Carpenter.
3. NOT WASTING MATERIALS: Avoid mistakes. Avoid Re-Dos. Avoid wasting materials.
4. NEAT & CLEAN: jobsite broom swept; materials organized at the end of each day.
5. ACCURATE RECORDS: clock in timesheet for yourself.

### COMPETENCIES (SKILLS/QUALIFICATION)

A Carpenter will work with a crew of 1-3 carpenters and an apprentice and must have the following qualification. Depending on your ability, you will be at Level 1 or Level 2 or Level 3.

1. Must have a positive mental attitude!
2. Display excellent framing and finish carpentry knowledge and production ability.
3. Can listen and follow lead carpenter/project manager/designer/client's instructions.
4. Display working knowledge of some other aspects of remodeling work such as grading, sitework, concrete, electrical, plumbing, stucco, painting, drywall, tiling, and running bobcats, forklifts. Can perform these tasks on a small scale if necessary.
5. Must have tools, smart phone, and reliable transportation (Cargo van or truck).
6. Ability to read blueprints and drawings to build from.
7. Some knowledge of building codes and local ordinances.
8. Ability in problem solving and working independently on tasks.
9. Take pride in doing quality and beautiful finishes by being resourceful.

### HOUSE RULES

1. Dress code: Appropriate construction attire is expected such as hard-soled boots, long pants and shirts (may wear construction shorts in hot weather.) No sagging pants/jeans. During the roughing stage up to framing, wear hard hats for your safety.
2. Working hours: Workdays are 8 hours per day (40 hours per week) from 7 a.m. to 3:30 p.m. There is one 30-minute lunch break and two 15-minute rest periods per each workday. Be on time!
3. No smoking, drugs, or drinking alcohol on the jobsite at all times. If you smoke, go to a designated area and keep all the cigarette butts in one container. DO NOT throw your cigarette butts around the jobsite.
4. Responsible for the protection of the client's property. Do not use anything, including tools, equipment, or cleaning supplies that belong to the client.
5. If you need to get some tools to do your job efficiently, please submit a budget for Fund Request to your supervisor (Lead Carpenter or Project Manager).
6. Do not disturb a client or neighbors with loud radios or foul and abusive language.

### OVERALL RESPONSIBILITIES

1. Perform production work on site. The carpenter is the main force of production because of his skills.
2. Greet clients when they visit a jobsite (smile, wave, say Hi!).
3. Teach and share new skills with other carpenters and help train apprentices in your team.
4. Maintain a clean, safe jobsite always. No smoking or drinking on site allowed. Jobsite should be broom-swept at the end of day.

5. Know all shut-off locations for electrical, gas, water, security, and sprinkler systems.
6. Safety: monitor both company and individual equipment for proper safety features, safe electrical cords with ground. Inform production supervisor of any unsafe condition.
7. Be courteous and professional in all dealing with internal and external parties. (Grocery bags story)
8. Let us know what you would like to learn and what resources you need.

COMPENSATION EXPECTATIONS

- Combined salary in the range of \$50,000 to \$65,000/year, based on experience and performance.
- Bonus at each project close out, based on profitability and candidate performance.
- 2 weeks paid time off (PTO) per year
- Monthly stipend for health insurance
- Opportunities for further career advancement within the Company and affiliate companies

WHAT IS NEXT & WHEN NEXT FOR NEW HIRE

- 2 weeks orientation to get familiar with our system
- Monthly review of progress for the first 3 months.
- Quarterly review thereafter (every 3 months.)
- If you wish, after reaching Level 3 Carpenter and work one year successfully, you can become a
  - Lead Carpenter, where you can build and manage a team of 1-3 Carpenters
- You can participate in Company's investment projects for potential upside financial gains.

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

Name: \_\_\_\_\_

Signature \_\_\_\_\_