

MISSION FOR LEAD CARPENTER

The mission of a Lead Carpenter is to produce, to lead a team of Carpenters, Apprentices on daily tasks, and to complete biweekly targets successfully. A successful task is built with high quality, on time, and on a labor budget.

OUTCOMES / RESULTS

1. **High Quality:** meeting building codes, and specifications from PM or client.
2. **On Schedule** according to the schedule created by you and the Project Manager.
3. **On Labor Budget** that you and the PM agree upon from estimating and planning.
4. **Neat & Clean** jobsite: broom swept, materials stacked and organized, tools taken with you/crew at the end of every workday. Company's sign and banner erected on site.
5. **Accurate Job Records** on Buildertrend: clock in timesheet for yourself and enter daily logs (who is doing what, pictures of tasks, who is on/off, inspection details, trade work logs, deliveries.)

ABILITIES / SKILLS (Qualifications)

A Lead Carpenter will lead a crew of 2-4 carpenters and apprentices and must have the following qualification.

1. Must have a positive mental attitude!
2. Display excellent framing and finish carpentry knowledge and production ability.
3. Can listen and follow project manager/designer/client's instructions.
4. Display working knowledge of 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. Proficient and thorough in reading blueprints, material takeoffs for tasks. Any questions you have, or discrepancies you discover you should report and check with the project manager. If there is anything you don't know yet, ask and search for answers.
7. Knowledge of building codes and local ordinances.
8. Ability to plan and communicate with project managers daily about work progress, schedule, challenges, and labor budget from his team.
9. Ability to communicate with the apprentice clearly about expectation, how-to's.
10. Have experience and display ability to handle and pass building inspections.
11. Ability in problem solving. Know how to research and find solutions. Open-minded to new ideas.
12. Take pride in doing quality and beautiful work by being resourceful and creative.
13. Experienced with construction management software/apps such as BuilderTrend.
14. The perfect lead carpenter is an Organized, Considerate Go-getter.

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 rests each workday.
3. No smoking, drugs, or drinking alcohol on the job site.
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 resources to achieve the outcomes and fulfill your responsibilities, please submit a budget for Fund Request to buy/rent to your supervisor. Let your PM know.
6. Do not disturb a client or neighbors with loud radios or foul and abusive language.

OVERALL RESPONSIBILITIES (DAILY TASKS)

1. Perform production work on site. The lead carpenter is the main force of production because of his skills.
2. Assign tasks to your carpenters and apprentices. Check the progress and quality occasionally to make sure it meets Company's quality and schedule.
3. Check and receive deliveries of materials (Check shipping slip for missing items, check quality of shipment-let supervisor know about any damaged items, stack and store.)
4. Attend site meetings (with clients) if requested by the project manager.
5. Greet clients when they visit jobsite (smile, wave, say Hi!) If the Project Manager is not there, if the clients have questions, answer if you can and note down all details, requests, and documents on daily logs. Notify the PM about any change orders requested from clients.
6. Attend company weekly production meetings: Anticipate ongoing needed materials, supplies, and drawings in advance and inform PM and Executives about your job progress (time and budget), challenges, 1-2 weeks lookahead and plan.
7. Teach new skills and train apprentices and carpenters in your team during production.
8. Maintain a clean, safe jobsite always. Ensure that the crew works in a safe manner, taking all reasonable precautions. Pay attention to dust protection if the client is living in the site. Control mud on your site. Debris is to be properly stored and hauled away promptly. No smoking or drinking on site allowed. You are responsible to stop any smoking or drinking (alcohol) on the site. Jobsite should be broom-swept at the end of day.
9. Know all shut-off locations for electrical, gas, water, security, and sprinkler systems.

10. Equipment and Tool Safety: monitor both company and individual equipment for proper safety features, safe electrical cords with ground. Inform production supervisor of any unsafe condition.
11. Be courteous and professional in all dealing with everyone. (Grocery bags story)
12. Make sure that all entries for daily clock-in on BT by you and crew are accurate: correct time start, correct job site, correct job codes (framing, drywall, finish carpentry...)
13. Maintain personal and company tools and equipment (good working order).
14. Have one skill or subject that you want to learn at a time to grow and let us know what we can do to help you.

COMPENSATION EXPECTATION

- Combined salary in the range of \$60,000 to \$80,000/year based on performance
- Bonus at each project close out, based on profitability and your performance.
- 2 weeks paid time off (PTO) per year
- Monthly stipend for health insurance
- Opportunities for further career advancement within the Company

WHAT IS NEXT & WHEN NEXT

- 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 3 years of success at the position of Lead carpenter, you can
 - Train for the skills required of a PM position
 - Become a Project Manager, and you can run a total production value of \$2MM.
- You can participate in Company's investment projects for upside financial gains.

Date: _____

Name: _____

Signature: _____