

OVERALL RESPONSIBILITIES

The Lead Carpenter is completely responsible for the successful completion of the job, which includes being on time, on budget and maintaining a high level of quality. In addition to being an excellent framing and finish carpenter, he or she should exhibit good judgment, high ethical standards, good oral & written communication skills and strong leadership abilities. This position is on the “front line” in achieving our company goals of superior product quality and customer satisfaction.

SPECIFIC DUTIES

- Actively participate in both pre-construction conference and pre-completion walk through with client and Project Manager.
- Maintain a clean, safe job site at all times. Ensure that the crew works in a safe manner, taking all reasonable precautions. Job site should be broom-swept at the end of every day.
- Coordinate placement of job site sign at the start of a job and remove upon completion of job.
- Perform all carpentry labor and assign tasks to carpenters and helpers. Ensure work being performed is done in the most efficient and cost-effective manner.
- Coordinate in conjunction with the office all subcontractors in a knowledgeable manner. Be sure to give them ample lead time and have the job ready for them to do their work. Ensure that they get timely inspections on their work.
- Anticipate ongoing needed materials, supplies and drawings well in advance. Create material lists and arrange for their delivery/pickup in will-call; be sure to check material deliveries for accuracy in quantity and measurement, as well as for any quality problems or damage. Delivery driver is to wait for your inspection and approval; noting any problems on the delivery ticket.
- Track & enter all jobsite activities in Project Management software.
- Accurately detail job details on timesheet; ensure all other employees do the same. This is a critical step for accurately tracking job costs.
- Recycle and/or re-use as much as economically possible; using Kevin Ray Demo or other disposal service.
- Review all customer change orders with the Contractor prior to submittal to the client. He will calculate price; then change order to be signed by customer prior to work being completed. Change order & check are to be taken back to the office.
- Walk through job site with Project Manager and client on jobs that need attention to make sure all rough-in has been completed and verify placement of all mechanicals. Compare to plans and contract specs as an additional verification.
- Coordinate with the office to schedule all necessary inspections with the building department.
- As job nears completion, create a punch-list of any outstanding items for Project Manager. The goal is for a zero punch-list job—long punch-lists rob our profits.
- Leave the job neat and clean, removing all tools, garbage cans and jobsite sign(s).

- Actively participate in weekly production meeting with all team members.
- During rain periods, report to jobsite with Carpenters Helper and cover exposed area of house with tarp/plastic cover; minimizing any possibility of water entering the home.

EDUCATION, EXPERIENCE, AND SKILLS NEEDED

- High school diploma and minimum 5 years experience preferred.
- Basic knowledge of remodeling and construction trades, practices, procedures, techniques, equipment, materials, specifications, quality control, cost control, safety, and applicable building codes and zoning ordinances.
- Supervisory experience.
- Strong communication skills.
- Basic mathematics skills.