

## **New Leaf Construction, Inc**

### **Job Description for: Carpenters**

Understand, follow, and work from blueprints, specification sheets, drawings and verbal instructions to determine how best to fabricate and erect building assemblies, sub assemblies, or components given men and materials available and end product required working under guidance and direction of the Business Owner or supervisor. Must be capable of performing efficiently as a leader and manager of a small crew of assistants/helpers.

Each employee must be consistently energetic, enthusiastic, and a team player at all times as a condition of on-going employment. Excellent communication skills are vital to this position, and the employee must be able to communicate clearly and thoroughly on every job.

Carpenters must be able to construct, erect, install and repair any structures and fixtures made of wood or composites such as framing, temporary bracing and shoring, or selective demolition. They are expected to craft building frameworks including studding, joists, beams, rafters, and partitions. Carpenters must be able to trim buildings including, but not limited to, the installation of finished wood stair treads, window and door casing, mopboards/baseboards, cabinetry, and flooring. Carpenter must be able to install components such as doors, windows, and other elements including siding and roofing to the building exterior. Carpenters assemble and erect prefabricated building components. Their work is typically undertaken in compliance with architectural drawings, written/verbal instructions, and/or in adherence to industry standards and applicable building codes, all while being safety-minded.

Employee must maintain cordial and professional relations with our customers; and, observe and enforce safe working rules. Employee will dress and be groomed in a professional manner that represents the company well.

#### **A. PRIMARY RESPONSIBILITIES:**

- Efficiently manages, directs, supervises, and instructs junior carpenters and laborers as provided by employer to assist carpenter,
- Properly handles materials ranging from fine finished products to rough framing lumber,
- Examines and selects materials to be used in the construction process,
- Identifies inferior products and can cull out unusable materials,
- Handles material deliveries from suppliers, examines delivered materials and performs inventory prior to acceptance of materials.
- Safely works with hand tools and power tools,
- Measures and cuts materials (or, instructs others on proper procedures) in conformance with specifications, using measuring tools,
- Locates, measures, and marks location of studs, headers, sills, thresholds, and openings, using tape measure, template, and marker for a crew of carpenters,
- Lays out and aligns materials on site according to specified instructions,

- Understands and consistently pursues “best practice” installation methods,
- Safely assembles/disassembles and uses ladders, scaffolding, and staging equipment,
- Cuts and installs all types of exterior siding and trim/moldings,
- Installs roofing materials,
- Installs drywall/sheetrock,
- Aligns and fastens materials together, using hand tools and power tools, to form building or bracing,
- Installs doors, windows and screens, and trim in a building.
- Repairs, replaces, and installs locks, hinges, cranks, and other hardware using hand tools, and power tools,
- Directs crane operator in safely delivering materials and/or positioning floor, wall, ceiling, and roof panel on house foundation,
- Carefully and efficiently perform demolition in part or in whole of a structure or component, utilizing safe methods to prevent unnecessary damage to property or equipment and prevent personal injury,
- Inventory and order tools and equipment/supplies as needed,
- Maintain tools and equipment being used,
- Efficiently set up equipment at the beginning of the work day and secure company assets before departing the jobsite,
- Alert the Owner of potential problems on site in a timely fashion,
- Protect the company’s and the customer’s property.

## **B. MINIMUM KNOWLEDGE, SKILLS AND PHYSICAL ABILITY**

### **KNOWLEDGE:**

**Building and Construction** -- Knowledge of materials, methods, and the tools involved in the safe construction or repair of houses or buildings.

**Mechanical** – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Engineering and Technology** -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various carpentry services typically encountered in the construction industry.

### **SKILLS:**

- **Installation** -- Installing equipment, building components, establishing the baseline for such installations necessary to meet specifications.
- **Repairing** -- Repairing or replacing systems and system components using the needed tools.
- **Operation and Control** -- Controlling operations of equipment or systems.

- **Equipment Selection** -- Determining the kind of tools and equipment needed to properly and most efficiently do a job.
- **Organizational** – The ability to organize tasks for completion alone or as part of a work team.

## **ABILITY:**

The ability to understand and comply with all rules, regulations and requirements contained in the Company's Employee Manual; other written directives; or, verbal instructions issued by your Supervisor.

- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Static Strength** -- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Extent Flexibility** -- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Arm-Hand Steadiness** -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Explosive Strength** -- The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
- **Spatial Orientation** -- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Gross Body Equilibrium** -- The ability to keep or regain your body balance or stay upright when in an unstable position.
- **Visualization** -- The ability to imagine how so will look after it is moved around or when its parts are moved or rearranged.
- **Depth Perception** -- The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- **Control Precision** -- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

## **JOB ACTIVITIES:**

- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things weighing up to 85 pounds.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.