



JOB DESCRIPTION

POSITION:	Assistant Carpenter	SUPERVISOR:	Production Manager
FLSA STATUS:	Hourly, Non-Exempt	INDIRECT SUPERVISOR:	Lead Carpenter(s)

The purpose of this job description is to provide a guide by which you and the management of Upscale Remodeling Corporation may measure your progress and ability to meet our commitments. That includes conducting yourself consistent with our core values, which are integrity, honesty, fairness, and professionalism; and supporting our mission, which is to design and build projects of the highest quality, provide our customers with an enjoyable, stress-free, attention-to-every-detail remodeling experience, and do so with a sense of friendliness, fairness, and pride.

The following should be considered an outline of your responsibilities and duties as an employee of Upscale Remodeling Corporation and not a detailed description of how all tasks should be completed.

POSITION SUMMARY

The Assistant Carpenter (AC) plays a supporting role to Carpenters and Lead Carpenters in the successful and timely completion of various types of remodeling projects. The Assistant Carpenter is responsible for the successful execution of specific carpentry tasks and job site tidiness with minimal supervision as directed by the Project Manager and/or Lead Carpenter according to the project drawings, specifications, budget, and schedule.

ESSENTIAL FUNCTIONS

PROJECT RELATED:

- Review and thoroughly understand all aspects of the project scope, details, job site conditions, and client responsibilities and expectations. Ask for instruction, details and clarification as needed for any areas that are unclear.
- Read and understand all project documents throughout the course of the project.
- Assist with the flow of communication and information to all relevant parties, utilizing the appropriate company forms and processes.
- With customer's permission, install and maintain a company job sign (plumb, level and clean) in a prominent location near the street on each project.
- Purchase, deliver, and store job-related materials, as requested.
- Help ensure materials, tools and equipment are on the job in advance of when they are needed and protected from theft and weather-related damage.
- Assist with and perform designated construction tasks as directed by the Carpenter and/or Lead Carpenter, including, but not limited to:
 - A. Dust and surface protection
 - B. Demolition, tear-out
 - C. Basic site work, excavation, and landscape
 - D. Foundation layout, basic concrete/masonry work
 - E. Framing and rough carpentry, including floor, wall, roof, and other structural framing
 - F. Siding and exterior trim of various types
 - G. Building decks and porches
 - H. Minor roofing and flashing work
 - I. Window and exterior door installation
 - J. Minor plumbing and electrical work (if qualified to perform)
 - K. Insulation work (other than spray foam)
 - L. Minor drywall hanging, taping, and finishing
 - M. Interior trim, millwork, and doors
 - N. Cabinetry, hardware, and appliance installation
 - O. Bathroom and other accessories installation
 - P. Hardwood and floating floor installation

- Q. Minor interior and exterior painting, staining, finishing, caulking
- R. Final detailing/cleanup and debris removal

- Accurately code all labor using our time-tracking system; and accurately coding all material invoices and submitting them to the office weekly.
- Assist the Carpenter and Lead Carpenter in ensuring the schedule and budget is met or exceeded on each project.
- Ensure compliance of company and industry safety guidelines.
- Maintain the project site and property in a neat and orderly fashion; provide adequate dust protection; broom clean site daily, remove debris promptly; secure the site daily.
- Protect any items that will be reused or cannot be removed from the construction area from damage and dust, such as cabinets, shelving, landscape, large furniture pieces, etc.
- Keep tools, equipment, and materials neat, organized and consolidated at the end of each day.
- Keep client informed regularly about work progress, schedule, cleanliness, changes, etc...
- Respect the client and their property ensuring that team members and sub-contractors do not use any client belongings including equipment and tools, phone, or cleaning supplies
- Ensure all team members and trade-contractors do not smoke or chew tobacco anywhere on the job-site property; nor play loud or offensive music, talk radio, podcasts, etc...

GENERAL:

- Maintain a clean, neat, and professional appearance each workday.
- Conduct yourself in a professional, positive, and courteous manner, at all times.
- Competently operate portions of our project management software (currently CoConstruct) and other apps and software as it relates to this position.
- Continually look for production inefficiencies and find ways to improve them.
- Be proactive in job planning and take other measures to keep material/shop runs to a minimum.
- Provide feedback on the performance of field employees, trade-partners, and other team members, as requested.
- Be a student of success – strive for improvement:
 1. Take part in educational opportunities.
 2. Study and learn industry/trade-related methods and best practices
 3. Study and learn new methods and techniques as it relates to your work.
 4. Increase personal achievements year to year.
- Provide superior customer service for clients.
- Ensure a safe, productive, and efficient work environment.
- Actively participate in company events, including company meetings, trainings, and social events.
- Establish and maintain a good working relationship with other team members.
- Foster positive communications and relationships with clients, vendors, and other team members.
- Ensure you and your team are adhering to all company policies and procedures.
- Other duties as assigned.

TOOL AND EQUIPMENT REQUIREMENTS
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- The Assistant Carpenter is expected to supply and maintain, use properly, effectively, and safely, all the standard hand and power tools necessary for this position. Items such ladders, scaffolding, table saws, compound miter saws, blades, other consumables, etc... are provided by the company.
- Clean, reliable vehicle – preferably a pick-up truck or van.

POSITION REQUIREMENTS

- High School Diploma or General Equivalency Diploma.
- Motivated, self-starter, detail oriented, highly organized with a positive, can-do attitude.
- Knowledgeable in most phases of residential remodeling and construction procedures, with a minimum of two (2) years carpentry or other industry-related experience.
- Some rough carpentry experience such as floor, deck, wall, and roof framing, with willingness and desire to increase this knowledge.
- Some finish carpentry experience including trim, cabinetry installation, and interior finishes, with a willingness and desire to increase this knowledge.
- Good working knowledge of all building trades with a willingness and desire to increase this knowledge.
- Ability to interact and communicate well with clients, team members, vendors, and specialty trade contractors.
- The ability to take direction well and teach other team members.
- Excellent listening and comprehension skills, and the ability to interact and communicate well with clients, team members, vendors, and trade contractors.
- Ability to understand construction drawings, scopes of work, specifications, contracts, drawing notes, and business correspondence.
- Ability and willingness to use, learn and embrace new technology, apps, and software as they relate to your work and this industry (i.e., Smartphones, computers, iPads, tablets and all related apps and software).
- Good judge of quality.
- Strong sense of urgency and ability to work within deadlines.
- Maintain a valid driver's license.

PHYSICAL REQUIREMENTS

- Ability to work in a constant state of alertness and safe manner.
- Frequent standing, walking, reaching, climbing, and sitting.
- Must be able to stoop, kneel, crouch and crawl.
- Frequent lifting and carrying up to 60 pounds.
- Occasional lifting and carrying up to 100 pounds.
- Ability to climb and work off ladders up to 30 feet, and work at heights up to 40 feet off the ground.
- Must be able to use a computer and see color.
- Ability to travel to job sites daily, and transport tools and materials to and from efficiently.

Employees of Upscale Remodeling Corporation are expected to maintain a professional image and attitude consistent with Company Vision, Mission, Core-Values and objectives. Employment with Upscale Remodeling Corporation will be in accordance with our "At-Will" policy. This means that just as you may leave your position with the Company at any time, the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.

I acknowledge receipt of this job description.

Applicant/Employee Signature

Date

Applicant/Employee Name (Printed)