



JOB DESCRIPTION

POSITION:	Lead Carpenter	SUPERVISOR:	Production Manager
FLSA STATUS:	Hourly, Non-Exempt		

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 Lead Carpenter (LC) is responsible for the successful and timely completion of, and cost-efficient on-site management of, various types of remodeling projects. The Lead Carpenter works closely with the Project Manager for leadership, direction, and support; and directs other Mid-Level and Entry-Level Carpenters, and various Trade-Specialists, as needed to produce and manage the execution of each project assigned to him or her, according to the project drawings, specifications, budget, and schedule.

KEY RESPONSIBILITIES

- Overall responsibility for the day-to-day execution and management of assigned remodeling and/or construction projects, including Trade Partners and crew members.
- Represents Upscale Remodeling Corp. as the on-site client liaison and advocate, resolving issues as they arise and/or setting them up for proper resolution and seeing them through.
- Collaborates with the relevant Design, Sales, and Production team members to ensure a thorough understanding of the design, scope, and specifications throughout the duration of the project.
- Manages and monitors job costs and workflow to ensure each project meets or exceeds the anticipated budgeted costs and is completed within the anticipated scheduled timeframe. This includes documenting progress by completing daily logs; and using established company cost codes, accurately coding all labor (and ensure other team members do the same) using our time-tracking system; and accurately coding all material invoices and submitting them to the office weekly.

ESSENTIAL FUNCTIONS

PROJECT RELATED:

- Review and thoroughly understand all aspects of the project scope, details, job site conditions, and client responsibilities and expectations.
- Read, understand, and update all project documents throughout the course of the project.
- Manage 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.
- Manage the purchase, delivery, and storage of job-related materials. (Most special-order materials such as cabinetry, fixtures, doors, windows, etc., are purchased in advance by Designer or Project Manager)
- Ensure materials, tools and equipment are on the job in advance of when they are needed and protected from theft and weather-related damage.

- Delegate, assist with and personally perform designated construction tasks, 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
- Coordinate, manage and expedite the work of other team members such as carpenters and laborers, assigning tasks with associated timelines and clear expectations; oversee results.
- Schedule and coordinate all Trade Partners, confirming 1-2 weeks in advance, and again 1-2 days in advance. Be prepared for the Trade Partners on the day they are scheduled.
- Oversee the work of all Trade Partners, ensuring project scope is met, and all work is performed according to our strict quality standards.
- Manage Change Orders and additional work not included in the original scope of work according to established company protocols related to such work.
- Coordinate and ensure that all required code inspections are performed, including those required for subcontracted work.
- Ensure compliance of company and industry safety guidelines by all team members and Trade Partners.
- 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...
- Get answers to client's questions and concerns within 24-hours of their request. If an answer cannot be provided within 24-hours, provide an update on progress (communicate).
- Respect the client and their property ensuring that team members and Trade Partners 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...
- Participate in the Final Completion Walk Through meeting and complete items on the list within 10 working days unless otherwise noted. Follow through on all open items promptly, even after you have left to begin another project.

GENERAL:

- Maintain a clean, neat, and professional appearance each workday.
- Conduct yourself in a professional, positive, and courteous manner, at all times.
- Participate in all project-related meetings including the pre-construction meeting, weekly project progress meetings, and the final project walk-through.
- Competently operate portions of our project management software (currently CoConstruct) and other apps and software as it relates to this position.
- Troubleshoot and solve production related issues.
- 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.
- Evaluate and provide feedback on the performance of field employees, Trade Partners, and other team members on a regular and requested basis.
- Be a student of success – strive for improvement:
 1. Take part in educational opportunities.
 2. Stay up to date with industry/trade-related methods and best practices
 3. Study and implement new methods and techniques as it relates to your work.
 4. Increase personal achievements year to year.
- Provide superior customer service for clients and ensure other team members do the same.
- 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.
- Handle emergency calls and issues that arise outside of normal business hours.
- Other duties as assigned.

TOOL AND EQUIPMENT REQUIREMENTS
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- The Lead 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, 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 all phases of residential remodeling and construction procedures, with a minimum of eight (8) years carpentry experience.
- Extensive rough carpentry experience such as floor, deck, wall, and roof framing, including layout knowledge of foundations, rafters, and stairs, and structural load-path knowledge.
- Extensive finish carpentry experience including trim, cabinetry installation, and interior finishes.
- Good working knowledge of all related building codes and building trades with willingness and commitment to ongoing learning to stay current.
- Ability to interact and communicate well with clients, team members, vendors, and specialty trade contractors.
- The ability to take direction well while also able to lead, supervise, direct, mentor, 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).
- Must be an excellent 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)