

JOB TITLE: Carpenter
REPORTS TO: Field Supervisor or Foreman
LAST UPDATED: May 6, 2014

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Carpenter of Altmann Construction Company, Inc.

BASIC FUNCTION

The basic function of the Carpenter is to perform assigned tasks and job duties in relation to commercial building construction, site work, concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, finishes, specialties, equipment, furnishings and special construction. Constructs, erects, installs, repairs and finishes structures and fixtures of wood, plywood, wallboard and materials that take the place of wood using carpenter's hand tools and power tools, that conform to local building codes, as well as study blueprints, sketches or building plans for information pertaining to the type of material required and dimensions of the structure or fixture to be fabricated.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Turn in bi-weekly timesheets by Friday at 5:00 pm to superintendent or foreman or completed on website.
- Install or fabricate commercial building systems.
- Remove and replace structures or sections of structures.
- Mobilize vehicles with necessary equipment and materials for the workday.
- Perform demolition of interior/exterior build-out in designated areas as assigned with respect towards equipment, property, and safety.
- Read and understand the sections of blueprints, building plans, detailed drawings, shop drawings and spec book as needed.
- Understand and follow layouts for structures to be built and/or installed.
- Assist Superintendent in monitoring specific job site materials daily.
- Prepare layout using tape measure, framing square, and chalk line.
- Select, prepare and distribute materials to be used.
- Mark cutting and assembly lines on materials, using pencil, chalk, and marking gage.
- Cut materials to prescribed measurements, using appropriate tools.
- Assemble cut materials and fasten them together with proper fasteners.

- Verify trueness of structure with plumb bob and carpenter's level, and/or laser.
- Cut, shape and assemble materials by sawing, sanding, nailing, screwing, stapling, gluing, etc.
- Erect framework for structures, including decking and sheathing.
- Lay out, build, and install stairs, partitions, and case work.
- Fit and install prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim, and finish hardware.
- Lay out, form, prep grade, pour, and finish concrete.
- Pick up, carry and dispose of scrap materials.
- Erect scaffolding and ladders for assembling structures above ground level to OSHA requirements.
- Erect structures including walls, flooring and roof frame work.
- Keep project site clean and appearance professional.
- Lay out and put work in place with minimal direction during construction.
- Handle materials and assemblies that weigh an average of 100 pounds.
- Ensure vehicle and equipment is cleaned and maintained as it is used.
- Perform vehicle and equipment inspections daily and report items as necessary to the Superintendent.
- Maintain equipment and tools in good condition with all safety guards and features in place with in operation.
- Utilize tools and equipment trained to operate and requests training when needed.
- Ensure proper sign in/out procedures are completed as equipment or materials are used.
- Complete OSHA 10 Hour, Medic and First Aid training, and Forklift and Aerial certifications when offered.
- Maintain overall safety of all person(s) on the jobsite.
- Perform tasks safely and does not attempt to complete without proper training.
- Knowledge of location of first aid kit, fire extinguisher, MSDS, egress routes and emergency information when reporting to jobsite.
- Attend and participate in all required safety trainings and toolbox talks.
- Ability and willingness to travel as required.
- Perform job in a professional manner (appearance, language, behavior)
- Stay current with changing technology/tools and participate in educational training opportunities.
- Follow company policies and procedures.
- Uphold the values and missions of Altmann Construction Company, Inc.
- Provide coaching and mentoring to carpenter apprentices and other associates.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

EDUCATION

- Required: High School Diploma or GED
- Preferred: Completion of apprenticeship program.

LICENSING/REGISTRATION/CERTIFICATION/TOOLS

- Required: Have and maintain valid Driver's License, along with proof of auto insurance according to company standards.
- Required: Personal hand tools are required according to the company tool policy.

EXPERIENCE

- Required: 4-8 years experience and knowledge of commercial construction including blueprint reading and safety requirements.
- Required: Personal hand tools as required according to the companies tool policy

SKILLS, KNOWLEDGE, AND ABILITIES

- Basic knowledge of OSHA regulations.
- Fluency with hand and power tools in various trades.
- Ability to work in a safe manner
- Knowledge of the general construction industry and the sub trades.
- Ability to communicate with Project Managers, Superintendents, Subcontractors, fellow associates and all project site visitors.
- Ability to perform tasks and follow directions assigned by the Superintendent and Project Manager accurately and within the specified timeframe.
- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.
- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Ability to take pride in servicing the customer and having a strong commitment to safety.
- Ability to work within precise limits or standards of accuracy and quality.

- Ability to work in a team environment and add input to discussions.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Ability to communicate with basic understanding of the English language.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Carpenter's job.

While performing the responsibilities of the Carpenter's job, the associate is required to talk, see, and hear. The associate is often required to stand, walk, reach with arms and hands, climb or balance, work on uneven terrain, and to stoop, kneel, crouch, bend or crawl. Must be able to elevate to heights of 30 feet or higher on ladders, scaffolding, scissor lift, man basket or roofs, lift 100 pounds or more frequently and reach above shoulder level.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Carpenter may encounter.

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements and temperature extremes. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Carpenter's position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

ADDITIONAL REQUIREMENTS FOR CARPENTER APPRENTICES

- Record paid related work hours on timecard bi-weekly.
- Maintain work report log daily (completed fully and signed by apprentice and Superintendent)
- Maintain a B average grade level through the apprenticeship course.
- Responsible for obtaining unpaid work related house on own time at at own expense as described within the contract with the State of Wisconsin (includes OSHA 10, CPR & First Aid).
- Report absence to Altmann Construction Company, Inc. office and ABC Wisconsin office prior to missing class and make arrangements with instructor to make up missed assignments.
- Ensure all tuition and book fees are paid accordingly along with any other expenses incurred from the apprenticeship.
- Follow company requirements and State apprenticeship program standards accordingly.