

Davitt Design Build, Inc.

Non-Exempt Position Description

POSITION TITLE: Carpenter

REPORTS TO: Lead Carpenter

POSITION SUMMARY

Constructs, erects, installs and remodels residential structures and fixtures made of wood, such as building concrete forms, erecting scaffolding, installing interior and exterior trim, building framing walls and partitions, installing doors and windows, building stairs, laying hardwood floors, hanging kitchen cabinets, etc. in compliance with local building codes and architectural plans.

PRIMARY DUTIES

1. Cuts, fits and assembles wood and other material for the construction and remodeling of residential homes to Davitt Design Build quality standards.
2. Prepare layouts from blueprints and instructions from the Lead Carpenter including measuring, marking and arranging materials.
3. Determines dimensions and materials required and provides estimates of material requirements to Lead Carpenter.
4. Cuts and shapes wood, plastic fiberglass and drywall using hand and power tools, such as chisels, planes, saws drills and sanders.
5. Joins materials with nails, screws, staples and adhesives.
6. Checks accuracy of work with levels, rules, plumb bob and framing squares and makes any necessary adjustments.
7. Builds and repairs cabinets, doors, frameworks, floors and other wooden fixtures using in residential homes using woodworking machines, carpenter's hand tools and power tools.
8. Protects floors and fixtures from damage during construction activities with building paper or plastic as appropriate.
9. May be required to finish surfaces of woodwork and wallboard using paint, hand tools, etc.
10. Follows established safety rules and regulations and maintains a safe and clean environment.
11. Inspects ceiling and floor tiles, wall coverings, siding, glass and woodwork to detect broken or damaged structures and brings to the attention of the Lead Carpenter.
12. Accepts deliveries including inspecting first for material damage and appropriate quantities.
13. Installs structures and fixtures, such as windows, frames, floorings and trim and hardware using carpenter's hand and power tools.

14. Removes damaged or defective parts or sections of structures and repairs or replaces using power and hand tools.
15. May be required to supervise the daily job site activities when the Lead Carpenter is off-site.
16. Assists in tracking materials on job site(s) and coordinating the timely return of any unused materials for credit.
17. Assists in requisitioning supplies and materials to complete construction projects.
18. May be required to review subcontractor scopes of work.
19. May deliver messages from clients and subcontractors to the Lead Carpenter.
20. Keeps current with regulatory and industry changes affecting both the type and installation of needed materials, including standards for buildings and construction materials, workers safety, energy efficiency and environmental protection.

ACCOUNTABILITY

1. Timely, accurate and quality completion of work assignments.
2. Effective working relationships with other carpenters, subcontractors and, as needed, clients.
3. Timely arrival to site.
4. Maintain personal tools.

TYPICAL REQUIREMENTS (MINIMUM)

Education/Experience

1. High School Diploma including courses in carpentry, shop, mechanical drawing and general mathematics or the equivalent.
2. Five years of hands on experience in residential construction.

Knowledge/Skills

1. Demonstrated working technical knowledge of residential remodeling and new construction methods, material, tools and regulations.
2. Ability to be flexible and handle multiple tasks under tight timelines.
3. Demonstrated knowledge of design techniques, tools and principles involved in the production of precision technical plans, blueprints and models.
4. Good interpersonal skills.
5. Strong attention to detail.
6. Ability to coordinate several activities at once, while analyzing and resolving specific problems.
7. Ability to read blue prints.
8. Good communication skills.
9. Ability to solve arithmetic problems quickly and accurately.
10. Ability to perform physical work which is sometimes strenuous and under uncomfortable ambient conditions.
11. Excellent manual dexterity, eye-hand coordination, physical fitness and a good sense of balance.
12. Ambition for producing quality work.