



## Job Description – Fox Home Innovations

Job Title: Carpenter

Report To: Project Manager

Effective Date:

### Position Summary:

The Carpenter position reports directly to their assigned Project Manager. The Carpenter will be involved in the day-to-day on-site tasks of a project. This position will be responsible for efficiently carrying out tasks related to site safety, security and cleanliness, and the successful completion of a client's project. As well as any duties assigned by the PM. The Carpenter will provide on-site renovation carpentry duties on projects under assigned by the PM. The Carpenter is responsible to work in sync with the LC or independently to achieve established timeline requirements while keeping quality of work to its highest level. Applicants need to possess a good understanding of rough and finish carpentry methods and techniques. They should be able to follow instructions, as well as work independently, with minimal supervision. Carpenters will conduct themselves in a professional manner that directly aligns with FHI's Core Values and Core Focus.

### Qualifications:

- A minimum of 1 year of related residential construction-based experience. Education will also be considered in lieu of experience.
- Position requires physical ability to perform tasks on all areas and aspects of a construction project.
- Position requires ability to work with varying tools and materials.
- A basic knowledge of all trades associated with residential construction.
- A demonstrated ability to operate general business software programs and timekeeping applications.
- An understanding of building codes as they apply to residential construction.
- A demonstrated ability to read, understand and communicate through residential construction plan sets.
- Must have strong organization and communication skills.
- Willingness to learn and grow in a team-oriented environment.
- Personal vehicle to get to and from worksite and capable of transporting all necessary personal tools & equipment.
- Mathematical skills and analytical skills necessary to do material take-offs and simple estimates.
- Possess the required inventory of tools for work.
- Complete command of rough and finish carpentry skills
- Ability to perform work according to Quality Design & Construction, Inc. quality standards.
- Neat appearance
- Driver's license and clean driving record

## Goals, Duties and Responsibilities:

The Carpenter is an integral and vitally important part the FHI team; with responsibilities to the client, the production and sales/design departments, the reputation, and the profitability of the company. Carpenters are the face and frontline of our organization.

## Production

Carpenters are responsible for supporting Project Managers & Lead Carpenters in the efficient and timely completion of their projects. To that end, specific production responsibilities include:

### *Prepare for Projects:*

- Review project schedules with the Project Manager
- Prepare and plan project labor requirements.
- Review all safety and security issues related to the project with PM.
- Execute initial mobilization of work site including:
  - Set up material staging locations.
  - Assisting with site layouts
  - Follow the dust management plan to create the cleanest jobsite possible.

### *During Projects:*

- Interact positively with the customer, team members and PM always.
- If required fill our Daily Logs on Buildertrend per Daily log guidelines
- Manage customer service and satisfaction with respect to the site.
- Execute site preparation, set-up, dust and damage protection, security and safety requirements at job start.
- Interpret and layout the project as per the provided design information and Project Manager.
- Review project schedules on a weekly basis with the Project Manager
- Prepare for, attend and contribute to Jobsite Meetings.
- Ensure the highest level of quality possible on every project.
- **Attend and contribute to all Project Autopsy Meetings ensuring a continuous improvement of FHI and its project production process.**

### *Carpentry and Site Duties*

- Perform all aspects of carpentry labor and other work laid out by the scope of the project at the highest level with minimal direct supervision.
- Work with the PM in the most efficient and cost-effective manner. Set clear goals, follow clear instructions, and ensure they are carried out in the best way possible.
- Ensure the quality of all FHI installations and work.
- Set-up, layout and manage carpentry duties, with other workers as required.

- You are responsible for your own safety and for the safety of those working with you. Take all reasonable precautions and comply with safety standards and guidelines.
- **Adhere to FHI processes and best practices with regards to project cleanliness, dust and damage control, project and personal safety, project efficiency and customer service.**
- Have all tools required for proper installation and construction of tasks onsite and readily available for the days work prior to beginning the task.
- Monitor the use of company tools and equipment to ensure their proper and safe operation. Track tool location to ensure proper storage and prompt return to shop
- Perform routine maintenance on small, issued tools and immediately report malfunction issues to the PM
- Understand blueprint drawings and written specifications. Also, understand work orders, change orders and all other carpentry-related job documents.
- Perform rough and finish carpentry to FHI's standard of quality and according to the plans and specifications. Bring discrepancies and special conditions to the attention of the Lead Carpenter for discussion.
- Can lay out and install stud wall framing.
- Can lay out and install stairs for a basement or deck using a framing square.
- Can establish grades for proper drainage of flatwork and simple structures.
- Ability to use a transit level to establish grades and elevations.
- Can install standard wall-hung cabinetry and accessories.
- Can install pre-hung door units and windows.
- Can install interior trim, base, casing, crown molding, etc. with superior craftsmanship.
- Can install drywall and properly tape drywall sheathing.
- Can do simple repairs in painting/staining, mechanical, plumbing, electrical and flooring.
- Ensure jobsite safety, as well as protection and maintenance of company tools

### **Sales and Marketing**

- Enable future FHI sales by excelling at your role as a Carpenter by ensuring clean and safe work sites, appropriate site conditions and conduct and helping FHI create happy customers by exceeding the customer's expectations whenever possible.
- Being aware of the customer's home and notifying the Project Managers of obvious upcoming projects and any discussions of future projects that the Carpenter may have with the customer. The PM will be responsible for reporting Sales Leads through the proper channels.
- Maintain a very clean and tidy exterior project environment.
- Engage customers, neighbors and others in a friendly and polite manner, allowing for referral opportunities to develop for FHI.
- Be open to any referral discussions or opportunities that may arise. Inform the PM if any such discussions take place.

### **Estimating**

- As with all FHI employees, the Carpenter can and will impact the health of FHI through their dedication to proper building practices and time management.
- Support and assist PM to ensure projects are carried out within their allotted budget costs.
- **The Carpenter will support Estimating by meeting with the Project Manger from time-to-time to aid in the development of good building practices.**
- The Carpenter will continuously search for, consider, bring forward and support the most efficient and effective processes for completing work.

## Leadership

- **The Carpenter will embrace, support, enable and promote the FHI Core Values and Core Focus and Niche.**
- The Carpenter will maintain a positive attitude always towards FHI, other team members, office staff, vendors, and trades and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.
- Bring any negative issues to the attention of the PM immediately, as well as assist in the resolution of these issues.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or customers.
- The Carpenter will lead by example.
- Consistently act with honor, dedication and focus.
- The Carpenter will continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.
- FHI, whenever possible, will support all employees both professionally and personally through training, education and a positive, healthy work environment.

## Fox Home Core Values

◆ *Professionally Deliver an unequaled client experience*

◆ *Focus on building lasting relationships*

◆ *Unrelenting attention to detail*

◆ *Tackling adversity with positivity*

◆ *We grow and have fun together*

**Core Focus:** *Client experience, through relationships & Innovation Remodeling*

**Our Niche:** *Being experts in Residential Design &*

I agree with this description of the work I am to produce as a Carpenter of FHI and to the level at which I am to perform my duties:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Carpenter)