

Job Description – Fox Home Innovations

Job Title: Lead Carpenter

Report To: Project Manager

Updated Date: 3/12/2024



Position Summary:

Primary Goal:

The Lead Carpenter position, reporting directly to the Project Manager, encompasses various responsibilities throughout the project production process. In charge of managing designated project site(s), FHI project personnel, on-site trade and vendor personnel, project materials, site safety, security, and cleanliness, the Lead Carpenter ensures seamless operations. Additionally, they perform on-site renovation carpentry duties for projects under their supervision, while also maintaining project budget awareness and labor control.

Qualifications:

- A minimum of 5 years related residential construction-based experience.
- Job requires physical ability to perform tasks on all area and aspects of a construction project.
- Job requires ability to work with varying tools, and materials.
- A working knowledge of all trades associated with residential construction.
- A demonstrated ability to understand complete simple plumbing, heating, and electrical work.
- A demonstrated ability to operate general business software programs and time keeping applications.
- An understanding of the Building Code as it applies to residential construction,
- A demonstrated ability to read, understand and communicate through residential construction plan sets.
- A proven ability to manage people, trades, and customer relationships.
- Must have strong organization, communication, and project supervisory skills.
- 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.

Goals, Duties and Responsibilities:

The Lead Carpenter holds a pivotal role within the FHI team, carrying significant responsibilities across various departments and stakeholders. Acting as a representative of authority in the absence of Project Managers, they oversee the day-to-day tasks on site, ensuring project cadence and completion. They are entrusted with responsibilities to customers, production and sales/design departments, supervised

employees, as well as upholding the company's reputation and profitability. Additionally, it is their duty to provide support to the Project Manager in field production matters whenever possible.

Design:

- Review all design information and documentation prior to each project.
- Request from your PM, if required, any design information to complete the project in an effective and quality manner.
- Supply Project Manger with information from the site as may be required by Design to complete their work.
- Inform PM of any installation issues as discovered with regards to design details and/or products.
- Work with PM to solve material, product, and installation issues as they arise.
- Be familiar with and understand the Perfect Plan Process.

Sales/Marketing:

- Enable future FHI sales by excelling at your role as Lead Carpenter, by ensuring clean and safe work sites, by ensuring appropriate site conditions and conduct, by helping FHI create happy customers, by exceeding the customer's expectations whenever possible.
- Being aware of the customer's home and notifying the Project Manager of obvious upcoming projects and any discussions of upcoming work.
- Maintain a very clean and tidy exterior project environment.
- Always maintain Job Sign installations in good condition.
- Ensure neighbors view FHI as a quality, clean, safe, polite, and non-disruptive company.
- 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 OM if any such discussions take place.

Production:

LCs are responsible for the efficient and timely construction of their projects. To that end, specific production responsibilities include:

Prepare For Projects:

- Provide input on projects start dates with the Project Manager.
- Thoroughly review and understand Hand Off documentation.
- Request any additional information needed from project binder documentation.
- Collaborate on project schedules in collaboration with the Project Manager.
- Discuss critical labor, purchasing, and material issues with the Project Manager.
- Review selected trade and vendors with the Project Manager for upcoming projects.
- Monitor and impact project labor requirements based on estimates and scope of work, along with PM's plan for the project.
- Address safety and security concerns related to the project.
- Organize initial mobilization of the work site, including material staging and site layouts.

- Develop a dust management plan to maintain a clean job site.

Manage Projects:

- Provide on-site supervision of all FHI labor, trades and vendors working on your projects.
- Holds the ability to make decisions in the moment, in the absence of Project Managers guidance.
- Ensure, always, the safety of all customers, employees, trades, vendors, and other visitors to your sites.
- Always interact positively with the customer.
- Manage customer service and satisfaction with respect to the site.
- Order site materials, including job-start materials, in a timely manner.
- Supervise 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, communicate to site personnel and trades as required.
- Review all take-off sheets to support the PM for material ordering in a timely manner.
- Assist, when necessary, the scheduling and coordination of deliveries for project materials.
- When needed the Lead Carpenter may be required to help assemble project materials at the FHI Office.
- Ensure all materials delivered to site are as per design and selection requirements, in good condition, are stored appropriately and are ready for installation.
- Ensure site personnel and trades are prepared to complete their work with appropriate design, installation, tools, materials, and knowledge to complete their designated tasks.
- Manage on-site FHI labor requirements for all your projects, coordinating with PM other LCs.
- Review, with the PM, project schedules & project labor usage on a weekly basis.
- Communicate and ensure the execution of customer, trade, or site driven Change Orders, through the FHI Change Order process.
- Ensure the highest level of quality possible on every project.
- Understand and actively work to control production costs including, labor costs (manpower & production output), material costs (quantity & waste factors), trade contractor costs (overruns & extras), and equipment usage & rentals.
- Ensure that the proper Cost codes are being tracked for tasks performed and that all FHI personal are clocked in under the correct project name.
- Notify PM when projects are ready for inspection and coordinate an inspection time.
- Maintain and organize job binder including plans, specifications, change orders and job-related communications.

Carpentry and Site Duties:

- Perform all aspects of carpentry labor as outlined in the project scope.
- Maintain regular communication with customers to ensure satisfaction.
- Assign work to carpenters on-site in coordination with the Project Manager.
- Uphold FHI quality standards in all installations and duties.
- Ensure safety compliance for yourself and others on-site.

- Train junior staff in FHI field processes and guidelines.
- Provide guidance on project cleanliness, safety, efficiency, and customer service.
- Ensure availability and proper maintenance of required tools.
- Monitor the use and storage of company tools and equipment.
- Perform routine maintenance on tools and report any issues promptly.

Technology:

- Ensure that daily log entries are entered, with job progress to include description of work done each day and photos of progress. (All entries should be entered by the end of the working day at the end of the week the work occurred.)
- Have an in-depth understanding of BuilderTrend Functions to include, but not limited to:
 - Daily Logs
 - Time Clock and Cost Codes
 - Documentation Folder Navigation
 - Schedule Screen
 - Budget screen and functions
- Be familiar with FHI Cell Phone and technology policies.

Estimating:

- As with all FHI employees, the Lead Carpenter can and will impact the health of FHI through their dedication to good business practices and fiscal responsibility.
- The Lead Carpenter will consider profitability as part of their design work for each project.
- Support all FHI departments, as may be required, to maintain project budgets and profitability.
- Support, enable and ensure projects are carried out within their allotted budget costs.
- The Lead Carpenter will continuously search for, consider, bring forward and support the most efficient and effective products, processes, and policies.

Leadership:

- **The Lead Carpenter will embrace, support, enable and promote the FHI Mission and Vision Statements.**
- The Lead Carpenter will always maintain a positive attitude 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, and all, negative issues to the attention of the PM or GM immediately. Aid in the solution 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 Lead Carpenter will lead by example.
- Consistently act with honor, dedication, and focus.
- The Lead 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.

I agree with this description of the work I am to produce as a Lead Carpenter of FHI and to the level at which I am to perform my duties. Additionally, I understand that Fox Home Innovations, LLC holds the right to modify and change this job description at anytime.

Signature _____ Date _____
(Lead Carpenter)

Fox Home Innovations, LLC is an equal opportunity employer and does not discriminate on the basis of race, religion, color national origin, age, sex, gender, sexual orientation, disability, or any other characteristic protected by law.

Fox Home Innovations Core Values

Unequaled Client Experience: *Clear Communication & Expectations

*Personable & Empathetic, *Attention to Detail

Lasting Relationships: *Treat others the way that THEY want to be treated. (The Platinum Rule)

*Willing to learn and adapt *Loyal & Trustworthy

Work Ethic: *Skilled Craftsmanship at all levels *We do what we say we will do.

*Organized & Consistent *Don't screw the next guy

Tackling Adversity with Positivity: *Own it *Take definitive action

*"Calm seas don't make for good sailors"

We Grow and Have Fun Together: *Always learning

*We Are a Team *Excited about the future