



sineathconstruction.com

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CARPENTER JOB DESCRIPTION

Carpenters are involved in many different kinds of construction. They cut, fit, and assemble wood and other materials for construction of homes, offices, and many other structures. Carpenters are involved in many activities from form work in the footing and foundation to wall and roof framing, setting windows and doors, or completing the interior trim out. These are just a sampling of the many and/or variety of activities required by a carpenter.

Building codes dictate where certain materials can be used. A carpenter must know these regulations. Each carpentry task is somewhat different, but most involve the same basic steps. Working from blueprints or instructions from supervisors, carpenters first do the layout- measuring, marking, and arranging of materials. They cut and shape wood, plastic, fiberglass, or drywall using hand and power tools such as chisels, planes, saws, drills, and sanders. They then join the materials with nails, screws, staples, or adhesives. In the final steps a carpenter checks the accuracy of the work with levels, rules, plumb bobs, or framing squares to make necessary corrections.

Definition: A carpenter is defined as a craftsman with a skill and experience level greater than a helper or laborer.

Job Requirements: High School Graduate or GED

Experience Requirements: A minimum of 3 – 5 years in all phases of residential construction is required.

Knowledge Requirements: Knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, and safety.

Proficiency Requirements: Stain grade trim work, hanging doors, drill and set hardware, set windows, lay out stairs and common rafters, read blueprints, and utilize appropriate communication. Carpenters must have mathematical and analytical skills necessary to do material estimates.

Interpersonal and Communication Requirements: Must be able to understand verbal and written instructions. Able to clearly explain steps, provide clear direction, and answer questions about construction processes to other employees and subcontractors. Carpenters will be adept at establishing relationships with all parties involved in the construction process and facilitate harmonious working relationships during the project that permit prompt resolution of problems and conflicts as they occur.

Organizational Skills: Carpenters must be able to organize assigned tasks for completion alone or with help. They will be able to complete and fulfill paperwork required for personal time sheets on a daily basis. (This is to be done daily for accuracy.)

Problem Solving Skills: Carpenters must be able to envision all steps in assigned tasks.

Working Conditions: 99% of time spent is spent working at job sites. Some driving is required.

- Arrive at job site prior to start time and start work at appropriate time.
- Allow 15 minutes before quitting time to ensure job is clean and safe.
- Let supervisor know 1 day in advance of needed materials.
- Except for emergencies all time off is to be scheduled 1 week in advance.
- Personal calls should be taken during break, lunch, or after hours.

Physical Requirements: Job requires the ability to perform tasks on all areas and aspects of construction projects. Some examples include:

- Ability to climb extension ladders on the steep mountain terrain.
- Ability to work on roofs and other heights.
- Ability to work in crawlspaces and underneath homes or structures.
- Ability to work with tools, lumber and other materials.
- Ability to lift and manipulate objects weighing up to 80 lbs.

Hazards: Carpenters can expect normal hazards associated with construction environment to exist on a daily basis. All OSHA regulations are to be followed at all times without exception. Carpenters are expected to ensure all assigned helpers follow all OSHA regulations as well. All employees are expected to immediately stop work and notify their supervisor if any suspect or unsafe condition exists.

Tool Requirements:

- Carpenters are required to carry with them all hand and small tools necessary to complete the assigned daily activities. Examples include, but are not limited to: Drills, drill bits, screw drivers, levels, squares, miscellaneous wrenches, skill saw, electric cords, nail pouch, hammer, tape measure, hard hats, safety glasses, and hearing protection.
- Company tools being used on site are expected to be returned to the proper place of storage at the end of everyday or at the completion of the project. Carpenters are expected to be responsible for company tools and not to allow them to be abused or lost.

Compensation: Compensation will be commensurate with experience.

Conflict of Interest: All employees are expected to interact on a professional manor with clients and potential clients. Under no circumstance is it acceptable for employees to do side work or non company business with or for clients of Sineath Construction. All employees are expected to communicate potential clients discovered on Sineath Construction jobsites to management. Any work performed by employees (or businesses in which the employee has a vested interest) that is not for Sineath Construction business, occurring in communities in which Sineath Construction operates business, must be approved in advance by senior management. Any violation of this principle can be considered a conflict of interest that would result in immediate termination. If you are unclear in any situation, please discuss the situation with your manager to avoid a conflict of interest.

No employee should contact, call, email, or solicit clients or customers of Sineath Construction without prior approval from senior management. Any employee that leaves the company for any reason agrees to not engage or communicate with clients or potential clients of Sineath Construction for a period of not less than one year.

I have read and agree to the job description as defined and understand that it can only be changed by written notification form senior management. Failure to comply is grounds for dismissal. Notice or warnings are not required.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____