



## CARPENTERS HELPER

### **OVERALL RESPONSIBILITIES**

The Carpenter's Helper is primarily responsible for assisting the Lead Carpenter(s) and Project Manager in completion of all remodeling projects. You should exhibit good judgment, high ethical standards and a strong 'teamwork' attitude. This position plays an integral part in achieving our company goals of superior product quality and customer satisfaction.

### **GENERAL DUTIES**

- Maintain a clean, safe job site at all times. Job site should be broom-swept at the end of every day.
- Install, clean, take down, and stock jobsite signs.
- Actively participate in weekly production meeting with all team members.
- Carpentry Labor including, but not limited to cutting lumber, framing, forming, and other related tasks.
- Assist Lead Carpenter and/or Project Manager in making purchases using material lists for projects; shopping for specific products and picking up ordered items from will call.
- Develop organized layout within the shop; maintaining tools & materials in an orderly manner.
- Reporting to various inspections at jobsite; communication w/ inspector.
- Track & enter all jobsite activities in Project Management software.
- Accurately detail job details on timesheet; this is critical to accurately tracking job costs.
- During rain periods, report to jobsite and cover exposed area of house with tarp/plastic cover; minimizing any possibility of water entering the home.

### **EDUCATION, EXPERIENCE, AND SKILLS NEEDED**

- High school diploma and 1 year experience preferred.
- Basic knowledge of remodeling and construction trades, practices, procedures, techniques, equipment, materials, specifications.
- Strong communication skills.
- Basic mathematics skills.