



IRONS BROTHERS CONSTRUCTION, INC.

**FINISH CARPENTER
JOB DESCRIPTION**

Job Title: Finish Carpenter	Job Description Creation Date: 8/1/06 Revision Date: 1-7-21
Reports To: Director of Production	Date Reviewed by Employee: _____

This corporation believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and scope of work. It is our expectation that each employee will offer his/her services wherever and whenever reasonably necessary to ensure the success of our endeavors.

Job Summary

The Finish carpenter position is responsible for finish carpentry production. In this role, they are representing Irons Brothers Construction, Inc. to its clients, subcontractors, vendors, suppliers, and other employees. The performance of this position is critical to the success of Irons Brothers Construction Team.

The Finish carpenter is responsible for carrying out their assigned project from start to finish, including coordinating: carpentry/craftsman labor; providing job site supervision (as needed), maintaining the work done safely within budget & schedule, completing required reports and paper trails, and representing Irons Brothers Construction, Inc. in achieving job site quality, craftsmanship, cleanliness, and customer satisfaction. This position is expected to project the company’s philosophies and values and maintain work per company policies, standards, and guidelines.

The Finish carpenter position shall include the responsibility for completing the hands-on work at the jobsite, as well as guiding and supervising other production team members or subcontractors as needed. This staff member may work with the Director of Production and/or Production Coordinator as needed to meet the project’s schedule for an on-time and on-budget completion. This position represents the corporation’s goals and interests and provides and/or coordinates functions involved in completing job site tasks for start to finish.

The Finish carpenter will be required to measure for material take offs – i.e. framing, doors, windows, millwork, decking, etc. They will lead the assigned site labor and work with the Production Coordinator, trade partners and other IBC employees to review the construction schedule and provide updates as needed.

A Finish carpenter may be responsible for performing work on several jobs at one time within their skills and expertise.

Job Functions & Responsibilities

These are a list of generalized job functions & responsibilities:

Summary –

Be effective, efficient and productive within the given timeline; comprehend plans, specifications, and engineering; manage multiple tasks concurrently; be able to perform all phases of construction; maintain dust barriers; debris removal; perform detailed finish carpentry; perform other tasks, and complete all punch list items within a tight schedule.

Also includes, but is not limited to the following:

- **SITE MANAGEMENT:** Serve as the company’s on-site finish carpenter. Ultimately responsible for the quality, schedule, and budget performance of their assigned project as directed by the Director of Production and/or Production Coordinator. This may include supervising, and coordinating subcontractors, materials, supplies, and equipment. Ensures timely inspections of all work. The finish carpenter and may provide training opportunities when appropriate and/or budget will allow. Participates in project leadership using a hands-on approach to management.

- **HANDS ON WORK:** Demonstrate pride in customer service, craftsmanship, and teamwork. Performs all carpentry / craftsmanship work per Irons Brothers Construction, Inc. quality and standard, and as directed, requesting assistance when needed. Prioritize, schedule, and facilitate completion of all assigned work requested according to hours allotted and materials budgeted for project. Maintains paperwork and monitors - plans/drawings, specifications, change orders and aids with budget tracking if requested. Maintains integrity of personal, company and rented equipment, materials, and tools used during on-site construction. Documents use of rental items as indicated and takes responsibility for their accounting, pick-up and return in a timely fashion. Complete production labor as finish carpenter or as requested to ensure on time project completion and high-level quality and craftsmanship.
- **POLICIES:** Ensures that finish carpenter, and all on-site staff and/or subcontractors adhere to Irons Brothers Construction, Inc. company policies, standards, and procedures during daily production operations. This includes: safety, smoking, cleanliness, etc. Maintains, records, and documents company/worksites information per policy. Responsible for completing daily logs and daily time sheets. Represents Irons Brothers Construction, Inc. in a professional and positive manner and develops positive relationships with all clients, vendors, suppliers, subcontractors, inspectors, and other employees.
- **SITE GUIDANCE:** Utilizes the site specific Pre-Construction Conference and Subcontractor Site Guidelines as tools when completing work.
- **SITE PROTECTION:** Always maintains a clean and organized worksite / environment, including providing sufficient property protection of client's property and personal belongings.
- **MATERIAL COORDINATION:** Responsible for working with Director of Production & Production Coordinator in project planning as requested. Such as completing material take-offs, coordinating material/equipment orders/delivery and scheduling/requesting appropriate staff (including self) for the scope of work to be completed. Responsible for accurate quantity and measurement, material damage and quality problems delivered/dispatched to site. Providing inspection and approval of all materials ordered and ensuring any discrepancy is noted prior to accepting items.
- **CRITICAL PATH SCHEDULING:** Capable of determining the proper course of action when implementing remodels and renovations within the scope of the project using a critical path model. Work efficiently and cooperatively with the Director of Production manager and Production Coordinator, notifying him/her of any questions and/or discrepancies; possible delays or conditions that will affect the project schedule and/or budget. Responsible for applying problem solving techniques and identifying alternative recommendations or solutions. Work effectively with Director of Production in identifying any and all project needs or concerns. Work effectively with team members to identify any project needs or concerns.
- **SAFETY:** Provides input - ideas and suggestions for weekly Safety Meeting agenda.
- **CHANGE ORDERS:** Carry out all Scope of Work and client approved Change Orders as directed by Director of Production, completing extra work only when authorized.
- **SIGNAGE:** Responsible for installing a company sign at the worksite if not already done. This is to be placed in the most prominent place possible (subject to the home owner's approval – see PCC) and is to be kept maintained.
- **DAILY REPORT:** Provide the Director of or designee with a daily worksite report during the mid-day and end of day. This will assist with daily coordination and report the progress of the worksite including: subs, requests for the next day, i.e. special material requests, additional manpower needs and overall job scheduling/costing and any client concerns.
- **WORK SCHEDULE:** Maintain the company's typical workday schedule of 8:00 to 5:00pm. Deviations from the schedule must be approved by Director of Production, if outside of 7am to 7pm, M-F. Employee may be requested to attend after hours work events on behalf of the company from time to time. In addition, this position may also require availability beyond normal work hours if a project need arises in an urgent/emergent situation which needs immediate attention and/or would minimize delays.
- **OTHER:** Additional work as directed by supervisor. Such as event support, site and office maintenance, etc.

Behavioral Commitments

To provide professional reliable outstanding quality construction services in a cost-effective and timely manner which will suit our client's individual needs.

The Irons Brothers Construction, Inc. commitment to professional, reliable, outstanding services relies on all employees creating opportunities to make a difference to our clients, our community and one another.

1. Recognize and treat all clients, subcontractors, and vendors as customers *and* all staff as internal customers to actively support a culture of teamwork.
 - Treat clients and their families like partners in providing remodeling service.
 - Treat fellow staff members like partners in providing services to clients, subcontractors and one another.
 - Demonstrate effective teamwork by understanding the work involved in the client's project and work together efficiently and effectively toward a common goal of client and employee satisfaction.
2. Establish and maintain an atmosphere of trust, honesty and respect for one another; clients, vendors, subcontractors, and staff.
 - Demonstrate active listening skills and effective problem-solving techniques.

- Listen with an open mind and respond respectfully to all clients, subcontractor, vendor and staff questions.
 - Respond quickly to client and staff requests; validate information and follow-up.
 - Maintain strict confidentiality regarding client's worksite locations and as stated in Irons Brothers Construction, Inc. policies.
3. Be accountable for effective performance and follow-through of all assigned responsibilities.
 - Complete responsibilities within designated (or agreed upon) timeframes.
 - Take responsibility to be kept informed and work to minimize delays in processes, procedures and delivery of services.
 - Request help or assistance, as appropriate, to ensure the highest degree of client service.
 - Complete responsibilities in a manner consistent with Irons Brothers Construction, Inc. goals and values.
 4. Constructively surface and deal with conflict in respectful and productive ways.
 - Clearly articulates feelings, needs, wants, goals and problems that relate to performance and productivity.
 - Use active listening and be fully engaged in the conversation so that issues are understood prior to taking action.
 - Surface issues related to performance and productivity as they arise or as soon as possible to ensure high client and employee satisfaction.

Job Specific Competencies:

- Proficiency in performing all aspects of remodeling: carpentry, painting, drywall, tile setting, concrete, sheet metal, roofing, masonry, iron work, equipment operation, welding, landscaping, and general maintenance/labor.
- Ability to read plans and understand specifications.
- Ability to create material take-offs.
- Collaborative team building approach along with excellent leadership and role-modeling skills.
- Ability to communicate efficiently and effectively with all team members and clients.
- Reliable, accountable, and honest.
- Strong communication skills, both written and verbal.
- Excellent organizational skills.
- Excellent customer service skills.
- Ability to work independently.
- Manage on-site construction Safety per OSHA, WISHA, and DOSH standards.
- Manage quality according to Irons Brothers Construction, Inc. standards.
- Good problem-solving skills.
- Ability to supervise and/or coordinate as directed by Production manager and/or general manager with all levels of subcontractors, vendors, and Irons Brothers Construction, Inc. employees.

Equipment Competencies

- Must be able to use safely, confidently and accurately, all typical remodeling/construction hand tools, power tools, and equipment.

Nature of Work

Works independently, obtaining general company guidelines and goals from supervisor. Irons Brothers Construction, Inc. policies must be followed when completing work to maintain a safe and clean environment. This position requires the responsibility to complete a project from commencement to completion. Inability to meet deadlines and/or schedules will be communicated in advance with General Manager so that alternate plans can be developed if necessary.

Represents General Manager and company within the community at all times and provides interpretation or explanation of company and General Manager's policies and/or viewpoints. May be confronted with situations requiring the of balance differing viewpoints to arrive at a decision that will further company goals as outlined by General Manager.

Typical Working Conditions

This job involves both indoor and outdoor working environments. It includes working with a variety of materials and in a variety of conditions. The hours for this position are typically 8:00 am to 5:00 pm M-F. Hours may vary depending on volume of projects and are ultimately are determined by General Manager.

Qualifications and Requirements

1. Educational Background
 - High School graduation or equivalent.
2. Associate degree and/or degree in construction trade/management strongly preferred. Special Training / Skills

- Knowledge of and demonstrated ability to safely operate manual and power hand tools, including in difficult locations and positions, as required.
 - Possess at least 5 years of experience in residential remodeling.
 - Have worked for one company (remodeling) for minimum of 2 years.
 - At least 3 years of experience as a Finish carpenter.
3. License or Certification
 - Valid Washington State Drivers License and proof of vehicle insurance is required.
 - Current CPR and First Aid Certificate, or must be obtained within 30 days of hire.
 - Current OSHA 10 certification, or must be obtained within 3 months of hire.
 - Current Lead Renovator certification, or must be obtained within 90 days of hire.
 4. Physical Abilities
 - Ability to lift up to 60 pounds for 3 flights of stairs is required.
 5. Tools
 - Own and maintains a complete array of construction power and hand tools in order to perform all expected carpentry work, along with an organized method of keeping those tools in: tool belt, tool bucket, or tool box.
 6. Vehicle
 - Clean, functional and dependable vehicle that mirrors the Irons Brothers Construction, Inc. image.
 7. Other
 - Working smart cell phone with data plan and available phone & data minutes
 - Access to an email account and computer

Physical Abilities

Demands of position may include: standing, sitting, and walking throughout shift; bending, stooping, squatting, and reaching to store and retrieve tools/equipment; repetitive wrist/arm movements in using hand tools/equipment, and heavy lifting of equipment and/or materials weighing up to 80 pounds as needed.

Must be able to lift and carry heavy materials (min 60 pounds for 3 flights of stairs).

Must be able to climb up and work on a 3-story roof up to a 12/12 pitch (safety harness and equipment provided as needed).

Must be able to work inside a 2-foot crawl space.

Approved by:

General Manager	Signature	Date
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Signature of employee	Signature	Date
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(Signing indicates this job description was read, understood, and agreed to be your job expectations and role with IBC)