

Professional Remodelers Since 1972



## Lead Carpenter Job Description

Reports to Production Manager

### Mission Statement:

*Stebnitz Builders, Inc. is a family-owned business, established in 1972 as a general contracting firm specializing in residential remodeling and custom-built new homes. Stebnitz Builders, Inc. is dedicated to maintaining its position as a leader in this rapidly changing and highly competitive industry. Stebnitz Builders, Inc. will strive to maintain a staff of skilled, motivated and confident individuals with a desire to help promote the company's mission. We are committed to attaining our company goals as well as the goals of our employees.*

### Overall Responsibilities:

- Customer satisfaction
- Carpentry labor
- Job-site supervision, protection and cleanliness
- Supervision and scheduling of subcontractors
- Scheduling of inspections
- Material takeoffs and orders
- Maintenance of job-site paperwork

### General Remodeling Skill (not limited to):

- All phases of carpentry
- Insulation
- Drywall work
- Painting and finishing
- Tile work
- Roofing
- Siding
- Aluminum brake work
- Trim
- Reading and interpretation of plans

### Specific Duties:

1. You are the onsite manager of the construction job. Your good performance is extremely important to the success of our company. You are on the "front line" in achieving our company goals of superior product quality and superior customer satisfaction.
2. You are responsible for knowing and understanding all job paperwork: plans, specifications and change orders. Any question you have, or discrepancies you discover, should be checked with the Production Manager. Refer to job-site paperwork daily to keep yourself familiar with specifications.
3. You participate in the pre-construction conference and the quality control pre-completion punch list, along with the Production Manager and homeowner, depending on job size.
4. You are responsible for performing all carpentry labor on the job, requesting help as it is needed. Arrive on the job before 7:00 a.m. to allow for setup and remain on the job until 3:30 p.m. unless

directed otherwise by Production Manager. The Production Manager will generally be at each job site daily. Turn in timecards by 7:00 a.m. on Monday of each week. When other carpenters or helpers are on your job, you are responsible for assigning them work, expediting their performance and generally supervising them.

5. Monitor the performance of all sub-contractors on a daily basis to ensure compliance with Stebnitz Builders, Inc. standards related to quality of work, quantity of work, safety and job site behavior. Report failure to comply to the Production Manager immediately.
  - a. Provide each subcontractor with information concerning the job before they arrive to facilitate a smooth beginning once they arrive.
  - b. Provide the subcontractor with accurate paperwork such as revised plans and specifications.
6. You are responsible for ordering materials promptly and accurately, with at least 24 hours' notice. Please be sure to check material deliveries for accuracy in quantity and measurement, and for any damage. Truck drivers are to wait for your inspection, because when you sign their delivery ticket, you are saying there is no problem with the delivery. Be sure to note any problems right on the ticket. Keep stops at the lumberyard to a minimum by planning carefully. Make sure that materials not being used get returned for credit as soon as they are not needed on your project. Note the materials returned on the material return sheet or your timecard.
7. Be onsite when the inspector(s) arrive, accompany them and deal with issues that arise.
8. Stay as current as possible on codes that affect your work.
9. All Stebnitz Builders, Inc. tools removed from storage become the responsibility of the Lead Carpenter. They should be properly maintained and returned to storage as soon as they are not needed on your project. Report any malfunctioning tools or equipment to the Production Manager. Keep tools stored at the job site in a safe place.
10. Protect the owners' property. Do not use, or allow others to use, any of the owners' equipment, tools or cleaning supplies.
11. Set up and monitor a "safe place" on the job where items to be reused are protected.
12. You are responsible for the owners' security. Lock up carefully at the end of each day. Do not leave ladders standing against the house to avoid blow over and cause possible damage, etc.
13. Adequate dust protection is one of your most important jobs. Try to keep all dust and dirt as isolated from the homeowner as possible. Use protective measures if possible. Broom clean the job site daily, and make sure that all debris is picked up as soon as possible. Every effort should be made to keep the homeowner comfortable.
14. If smoking is acceptable to the owners, see that a butt can is designated and used. Dispose of food and lunch trash properly. No abusive or foul language is to be tolerated. Radios should be played quietly. Absolutely no alcohol or drugs may be used on the job or anywhere near the job site, even outside working hours. Such use of alcohol or drugs will result in instant dismissal.
15. The owners' telephone should be used only for business or emergency personal calls if permission has been obtained. At the start of each job, find out which bathroom the homeowner wants us to use. Wipe up bathroom on a weekly basis.
16. If the owners wish to make changes or have extra work done, please be sure to refer them to the Production Manager. You should either have a written Change Order or a verbal go ahead from either the Production Manager or homeowner.
17. Be responsible for installing a job sign in the most prominent place, and keep it in good condition.
18. Be sure the job stays on schedule or ahead of schedule by monitoring progress on the schedule calendar in the Production Manager's office. Other forms of schedule monitoring will be made available by the Production Manager. Notify the production manager if you anticipate any problem keeping to this schedule.
19. Job safety for both the homeowner and our workers is your responsibility. Wear hard hats, safety glasses, goggles, steel-toed work shoes where necessary. Be sure that job conditions encourage safety. Monitor both company and individual equipment for proper safety features and safe electrical cords, and inform the Production Manager of any unsafe conditions.
20. A vehicle is needed that adequately represents Stebnitz Builders, Inc. and is able to carry out the

above responsibilities. The vehicle needs capabilities of carrying long ladders and material to the job sites.

21. Tools Required (but not limited to):

- Skill saw
- Sabre saw
- Chop saw
- Reciprocating saw
- 3/8" drill
- Cordless drill
- Router
- Orbital sander
- Belt sander
- Small table saw
- Grounded extension cord
- Saw horses
- Drywall screw gun
- Small power plane
- Compound miter saw
  - a. A complete set of woodworking hand tools, i.e., chisels, saws, drill bits, planes, router bits, screwdrivers, etc.
  - b. Levels, square, layout tools necessary for all carpentry from framing to cabinet work
  - c. Stebnitz Builders, Inc. will provide all saw blades, knife blades, sandpaper and disposable items

22. Attends company meetings and company functions as requested.

23. Represent Stebnitz Builders, Inc. in dealing with the customer in a dignified and professional manner.