



Production Carpenter Job Description

Reports to Lead Carpenter

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.

General Responsibilities

1. As an employee of this company you are expected to represent the professional image of this company as follows:
 - a. The standard workday is 7:00 a.m. to 3:30 p.m.. Be on time to work every day, calling before the start of the workday if illness or family emergency prevent your attendance that day. These are the two recognized reasons for missing work without prior notice.
 - b. You are expected to invest money in the purchase of tools that will be necessary for the job classification you are in within six months of obtaining that designation.
 - c. This job is a career choice. It is your responsibility to learn and demonstrate knowledge and ability to advance in position and pay scale.
2. When designated to do so by the Lead Carpenter or Production Manager, supervise laborers in activities to which they are assigned.
3. It is every employee's responsibility to be productive on the job site. If you have completed an assigned task, ask to be given another. If the Lead Carpenter is busy use the time well by cleaning up, stocking materials, etc.
4. Safety is important on many fronts. You are responsible for your own safety and the safety of those working with you. You must learn the safety practices of this company and adhere to them.
5. Timecards are due on Monday at 7:00 a.m. It is your responsibility to fill in your timecard every day and turn it in to the office.
6. At times, you will be asked to work independently. This will require attention to detail, quality, and an ability to stay on task until finished.
7. In the absence of the Lead Carpenter, due to illness or attending to other responsibilities, you are responsible for seeing that other employees remain on task and are productive. At times, this will mean assigning new tasks in the flow of work.
8. With the assistance of laborers, track inventory of job site at the beginning, during, and at the end of the job. When items need to be restocked, take action to be sure they are there when needed.

Customer Satisfaction

1. Keep the job clean.
 - a. Broom clean on a daily basis.
 - b. Vacuum clean at the end of each week.

Job-Site Supervision

1. Arrive on the job before 7:00 a.m. to allow for setup and remain on the job until 3:30 p.m.
2. Take a half-hour lunch and breaks as directed by your supervisor to ensure a safe job site.
3. Create a working environment that brings the best out in other employees and that uses time as efficiently as possible.
4. Install all dust, safety and security protections before any work is started on the project.
5. Enforce all company policies regarding safety, foul language, drugs, drinking and smoking. If someone continues to violate these policies, it is your responsibility to report them to your supervisor.
6. Enforce all company safety policies and provide safe conditions for both workers and clients.
7. Do not perform any work not in the contract unless authorized by a signed Change Order.
8. At the request of the Lead Carpenter unlock the job site at the beginning of each day and secure the property at the end of the day.
9. Protect the client's property from theft, damage or weather related loss.
10. Protect any items that will be reused or cannot be removed from the construction area, such as cabinets, bushes, pool tables, etc.
11. Install and maintain a company job sign in the front of the job.
12. Maintain a clean job site as seen from the street.
13. Remove large quantities of debris on a weekly basis or as needed.
14. Never use a client's property or tools.
15. All tasks assigned by Lead Carpenter include but are not limited to:
 - a. Cleaning site – materials stacked neatly, floors cleaned, tools put away, yard cleaned, trash piled neatly, mud off driveway and roads
 - b. Moving lumber
 - c. Installing dust protection before work begins & maintaining it
 - d. Tool setup and break down each day
 - e. Taking part in all training opportunities
 - f. Learning by watching, asking questions, and participating in the work

Carpentry Labor:

1. Know and understand all plans and specifications.
2. Get answers to questions when plans and specifications are unclear.
3. Complete all work related to carpentry and other work generally done by this company such as:
 - a. Framing
 - b. Exterior trim
 - c. Installation of windows and doors
 - d. Installation of siding of all varieties
 - e. Installation of interior doors
 - f. Installation of interior trim of all varieties
 - g. Installation of cabinets
 - h. Installation of and hookup appliances
4. Have all the tools required for proper installation of the above-mentioned tasks.
5. Supervise all work done by other employees to ensure conformance with company standards and specifications.

Supervision and Scheduling of Subcontractors:

1. As directed by the Lead Carpenter
 - a. Be prepared for the subcontractor on the day they are scheduled.
2. Either clean up or ensure that the subs clean up.

Inspections:

1. Except if directed by the Lead Carpenter, be onsite when the inspector(s) arrive, accompany them and deal with issues that arise.
2. Stay as current as possible on codes that affect your work.

Material Management:

1. Assist Lead Carpenter in ordering the proper amount of materials to ensure that trips to the lumberyard during the project are limited to once every two weeks.
2. Receive material deliveries, sign receipts, and check to ensure proper quantities and quality.
3. Return undamaged materials that cannot be used at the first available time.
4. Store materials in a way that reduces possibility of damage after they are delivered to the site.

Maintenance of Job Paperwork:

1. Complete your timecard at the end of every day.

Other Requirements:

1. Four years experience.
2. Reliable vehicle that represents SBI well and that can carry ladders & materials to jobsite.

TOOLS:

Required for Production Carpenters

- 30 foot tape measure
- Screw driver set
- Flat bar
- Cat's paw nail puller
- Assorted levels
- Tin snips (straight)
- Chalk line (blue or red)
- Nail set
- Utility knife
 - a. Heavy-duty blades
- Hammer (framing)
- Carpenters apron or bags
- Knee pads
- 25 foot extension cord
- Tool box
- Carpenter's pencils
- Caulk gun
- Gloves
- Adjustable crescent wrench (10")
- 4-piece chisel set
- Pliers
- String line
- 50-foot extension cord
- Skill saw
- Electric drill and bits
- Sawsall
- Miter box
- Coping saw
- Multiple socket head for cords
- Air tools
- Saw horse
- Cordless drill
- Stebnitz Builders, Inc. will provide all saw blades, knife blades, sandpaper and disposable items

All SBI owned tools & equipment must be maintained and returned to storage when not in use.
Report any faulty equipment to Production Manager.