

# Lead carpenter

## Position Summary

The lead carpenter is responsible for the successful, timely, and cost-efficient management and completion of assigned remodeling construction projects. The lead carpenter manages the execution of each project according to the final drawings, specifications, budget, and schedule.

## Essential Functions

- Conduct yourself in a professional, positive, and courteous manner at all times.
- Participate in all project-related meetings, including the pre-construction meeting, the weekly project progress meetings, and the final project walk-through.
- Review and thoroughly understand all aspects of the project scope, details, job site condition, and client responsibilities and expectations.
- Read, understand, and update all paperwork throughout the course of the project, including maintaining the onsite, project specific production manual.
- Manage the flow of communication and information to all relevant parties, utilizing the appropriate company forms and processes.
- Manage the purchase and delivery of job-related materials.
- Personally perform designated construction tasks, including, but not limited to, demolition, tear-out, debris disposal, foundation layout, framing and structure formation, siding and exterior trim, building decks and porches, window and exterior door installation, interior millwork and doors, cabinet installation, hardware installation, appliance installation, and final detailing/cleanup.
- Manage and expedite the work of other team members, such as carpenters and laborers, assigning tasks with associated timelines and clear expectations; oversee results.
- Oversee the work of all specialty trade subcontractors, ensuring project scope is met. Schedule and coordinate all subcontractors, providing them at least a 48-hour notice.
- Manage each project ensuring the schedule and budget is met or exceeded.
- Manage any change-order work and required paperwork compared to the initial scope of work.
- Coordinate and ensure that all required code inspections are performed, including those by subcontractors.
- Oversee the company and industry safety guidelines for all team members and subcontractors.
- Maintain the project site and property in a neat and orderly fashion; provide adequate protection; broom clean site daily, remove debris quickly; secure the site daily.
- Respect the client and their property ensuring that team members and sub-contractors do not use any client belongings, including equipment and tools, phone, or cleaning supplies;
- Do not smoke anywhere on the job-site property; do not play loud and offensive music or talk radio.
- Participate in all company events, including company meetings, production meetings, training sessions, and company social events.
- Perform any other assigned duties as required.



## Areas of Responsibility

- Overall responsibility for the day-to-day management of assigned remodeling and construction projects, including sub-trades and crew members.
- Represents CRD as the on-site client liaison and advocate, resolving issues as they arise and escalating them for resolution.
- Collaborates with the relevant design, sales, and production teams to ensure a thorough understanding of the scope of the project throughout the project lifecycle.

## Position Requirements

- Motivated self-starter, detail oriented, highly organized, with a positive, can-do attitude.
- Knowledgeable in all phases of residential remodeling and construction procedures, with a minimum of eight years carpentry experience.
- Extensive rough carpentry experience, including layout knowledge of foundations, rafters, and stairs.
- Extensive finish carpentry experience, including trim, cabinetry installation, and interior finishes.
- Good working knowledge of all related building trades.
- Ability to perform physically demanding work, lift loads of 60 pounds, work on ladders and roofs up to 50 feet off the ground.
- Ability to interact and communicate well with clients, team members, vendors, and specialty trade contractors.
- Ability to supervise, lead, and teach other team members.
- Valid driver's license with good driving record.

## Tools and Equipment Requirements

- The lead carpenter is expected to supply the following basic hand tools: circular saw, reciprocating saw, cordless drill, compressor, hoses, framing and finish nail guns, or self-powered nail guns, 10" compound miter saw, belt and palm sanders, extension cords, and short step ladder.
- Clean, reliable pickup truck or van



## Please Note

*Employees of CRD Design Build are expected to maintain a professional image and attitude consistent with company objectives. All employees must agree to a criminal background check.*

*This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.*

*This job description is prepared to support our mission which is to bring form to our clients' dreams through architectural vision and construction expertise.*

*The purpose of this job description is to provide a guide by which you and the management of CRD Design Build may measure your progress and ability to meet our business objectives. This document should be considered an outline of your responsibilities and duties as an employee of CRD, not a detailed description of how all tasks should be completed.*

