



# Position Description

## Carpenter

Reporting to: Site Manager and/or Director

Last Updated: January 2022

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### How We Work

Our process is simple, direct and focussed on ensuring our clients are involved every step of the way.

We consider each project as the client's project – not ours, and this reflects in our commitment to pro-active engagement and communications with our clients.

Our clients are trusting us to do it right, the first time, and that's our promise to them.

As such, when we engage new team members, in addition to their proven experience and skills to do the job, what's important to us is:

- Individuals with a drive and commitment to always give their best
- Effective communicators
- Positive and engaging individuals
- Solid performers who are not reluctant to share their knowledge and mentor others

### Purpose of the Position

The Carpenter **will build, erect, install, and repair forms, structures, and other fixtures made from wood and other materials** as needed to assist with various types of construction projects.

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#### Duties and Responsibilities

- Follow established Health & Safety requirements and building regulations and maintain a safe and clean environment.

Practical building experience includes, but is not limited, to the following:

- Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
- Verify trueness of structure, using level, string line, dumpy level, laser level and /or plumb bob.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level (below 4 metres).
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools, power tools and the like.
- Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Finish surfaces of woodwork or wallboard in houses and buildings, using paint, hand tools, and panelling.
- Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Construct formwork, falsework and chutes for pouring concrete.
- Perform concrete mixing and placing work.
- Apply shock-absorbing, sound-deadening, and decorative panelling to ceilings and walls.

#### Key Performance Indicators

- Complete tasks effectively and accurately within agreed timeframes, either individually or as part of a team.
- Respond to all reasonable requests for assistance and advice from supervisors, staff, contractors, suppliers, subcontractors and other stakeholders in a courteous and helpful manner.
- Complete written documentation to a high level of accuracy.

#### Person Specification

- Significant experience in a similar role, within the construction industry.
- Trade qualification is essential.
- LBP licence preferred.
- Experience with reclads and renovations as well as new builds.
- Experienced in the practical application of the Building Act 2004 and the Health and Safety at Work Act.
- Proven ability and a commitment to mentor and/or train apprentices and/or less-experienced members of the team.
- Be able to plan work, and organise a work site.
- Be prepared for responsibility and decision-making.

Personal Attributes
<ul style="list-style-type: none"> <li>• Great problem solving skills.</li> <li>• Be prepared for responsibility and decision-making.</li> <li>• Computer proficiency is not essential as all documentation on site is pre-formatted for ease and simplicity.</li> <li>• Demonstrated ability to remain calm under pressure with the ability to meet changing demands.</li> <li>• The ability to work unsupervised and take ownership of your role.</li> </ul>

**Physical Requirements/Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Not afraid of heights
- Be reasonably agile.

**Acknowledgement for Receipt of Job Description:**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Martin Bamford – DIRECTOR

\_\_\_\_\_  
Date