



Core Values

- Kindness
- Dependability
- Commitment
- Honesty

Lead Carpenter – General Description

The lead carpenter position is responsible for the management of residential construction projects ranging in size and scope, from small bath remodels to the construction of custom new homes. Your main goals are to build projects within the set budget and develop a good relationship with the client with the end result being a profitable project and a happy customer.

Primary responsibilities:

Produce completed remodeling projects on time and in budget including:

- Proactive problem solving.
- Nothing less than our company standard, excellent quality workmanship.
- Clear and regular communication with customers, supervisor and staff.
- Completion of all necessary production reporting as required.
- Prompt attendance at all required staff and department meetings.
- Willingness to aggressively resolve conflicts and issues promptly and effectively with a “win-win” mindset.
- Ongoing development of improved systems and procedures.
- Create a working environment that brings the best out in other employees and that uses time as efficiently as possible.
- Be knowledgeable of all carpentry techniques related to residential construction and remodeling and/or be responsible to gain knowledge in areas lacking.
- Review and understanding of Oxland Builders Methods & Materials manual and be cognizant of necessary changes, additions or omissions.
- A winning attitude in all circumstances.

Job functions:

1. Job Set Up:
 - a) Review specifications and drawings for errors and omissions and make corrections as necessary
 - b) Schedule and facilitate pre-construction walk through meetings (see pre-construction meeting procedure)
 - c) Order materials and schedule sub-contractors subsequent to pre-construction walk through and keep job log updated accordingly
 - d) Be responsible for controlling job costs and staying in budget



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2. Job Expediting:

- a) Coordinate subcontractor schedules and material deliveries to ensure optimal efficiency
- b) Be responsible for jobsite cleanliness at all times
- c) Be responsible for jobsite safety and security of homeowner’s belongings
- d) Oversee **all** job production procedures and maintain the company standards for **excellent quality workmanship**
- e) Resolve job related problems including structural issues, procedures, clean up, and protocol
- f) **Keep in continual contact with customers** through the course of every job assigned to ensure the highest level of customer satisfaction
- g) Keep Project Manager updated daily on job progress, problems, scheduling conflicts and change orders
- h) Be responsible for scheduling and coordination of inspections and making yourself knowledgeable of each municipalities procedures
- i) Complete “Certificate of Substantial Completion” **for every job.**
- j) Facilitate completion of change orders as needed (see change order procedure)
- k) Supervising all work done by other employees to ensure conformance with company standards, specifications and proper time tracking.

Applicant must:

- 1. Have 5 years of lead carpenter experience
- 2. Be able to lift loads of 60lbs
- 3. Be able to work on ladders and roofs up to 50 ft off the ground
- 4. Be well organized and motivated
- 5. Have a grade 12 knowledge of math and English
- 6. Communicate by speaking English with other people.

APPROVED _____ DATE _____

Supervisor

APPROVED _____ DATE _____

Employee