



Visit our Design Center

(239) 257-3295

1213 Cape Coral Parkway E.

Cape Coral, Florida 33904

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Lead Carpenter

JOB DESCRIPTION

The project manager/lead carpenter is responsible for ensuring that each project is completed in a timely manner, within or under the estimated budget and to the client's satisfaction. The project manager accomplishes this by directing all field employees, subcontractors, material suppliers, inspectors, and others in the efforts needed to achieve these goals.

RESPONSIBILITIES AND DUTIES

- Ensure that projects are built to requirements and specifications established by construction drawings, building codes, and clients
- Work with Production Manager to ensure selections are made on time based on job specifications
- Monitor production schedules, critical paths for projects, and trade contractor schedules to ensure timely project completion
- Monitor project quality and cost control to safeguard profit margin
- Implement checklists for inspections, quality control, and standard operating procedures
- Inspect job sites daily
- Assume overall responsibility for maintaining a clean, safe job site
- Schedule municipality inspections, compile daily field report per project
- Keep Production Manager informed of project progress
- Communicate with customers on jobsites; Answer their questions and ensure that construction meets their expectations
- Work with Production Manager to order materials, supplies and schedule deliveries
- Notify trade contractors and material suppliers in advance to assure materials are delivered and trade contractors arrive on schedule
- Check vendors' and trade contractors' invoices and authorize payment
- Guide and direct field employees, trade contractors, and suppliers
- Assist trade contractors with tasks, when necessary
- Explain and ensure compliance of safety program to all site personnel
- Explain quality control standards and supervise their implementation
- Ensure projects are built to quality standards



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Tradesman

Job Description: Skilled tradesmen are highly important to any construction organization. These tradesmen build structures and frameworks by following specific blueprints. They utilize wood, metal and other materials, install cabinets and shelves, hang drywall, install molding and trim, and ensure measurements and cuts are accurate, may also perform repair work and install hardware.

Responsibilities/Duties:

- Complete daily reports of job progress and update photos to daily logs in Builder Trend program
- Reading blueprints and specifications to ensure accuracy of project
- Schedule and help with windows, doors, trim and cabinets on remodels and new homes.
- Schedule and Assign tasks helpers
- Manage projects to ensure deliverables are met on time and on budget
- Prepare the area, delivering materials, using machines and tools, erecting temporary structures like scaffolds, etc.
- helping specialized workers and cleaning the site when the job is ready.
- essential duties include physical strength, stamina, effective communication, attention to safety, teamwork, and the ability to follow instructions.
- This job description is subject to change as the company grows and needs morph. This position is to be a team player and help in all areas, as needed.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____