
CARPENTER'S HELPER
Job Description



Job Title: Carpenter's Helper	Compensation: \$12-16 / HR
Reports to: Lead Carpenter	Weekly Hours: 40
	Date Last Modified: November 2015

Mission Statement

Renew CLE is here to improve the quality and beauty of homes in the Greater Cleveland area in a fun, professional way that exceeds customer expectations and empowers its employees to be their very best. Renew CLE will strive to maintain a staff of skilled, motivated, and confident individuals with a desire to help promote the company's mission.

Position Overview

The Carpenter's Helper will assist the Lead Carpenter and/or Remodeling Carpenter on job sites to help complete remodeling projects in a timely and efficient manner.

Duties and Responsibilities

The Carpenter's Helper's duties, responsibilities, and essential functions consist of the following:

CARPENTRY HELP

1. Assist carpenters as they complete various aspects of carpentry work performed by the company, for example:
 - a. Framing
 - b. Installation of trim of all varieties
 - c. Rot repair
 - d. Cabinetry installation & repair
 - e. Flooring installation & repair
 - f. Stair building & repair
 - g. Deck building & repair
 - h. Painting
 - i. Tile work
 - j. Insulation
 - k. Drywall installation & repair
 - l. Installation & hookup of appliances
 - m. Installation of doors & windows
 - n. Installation of interior doors

JOB SITE

2. 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 no immediate direction is possible, use the time well by cleaning up, stocking materials, etc.
3. You are responsible for your own safety and the safety of those working with you – you must learn and adhere to safety procedures and practices
4. Time cards are maintained electronically – you are responsible for clocking in and clocking out on-site through the Company's project management software (BuilderTREND) by use of a smartphone, tablet, or similar device
5. Keep the job site clean: (a) broom clean and neat on a daily basis, (b) vacuum clean at the end of the week or a particular work phase
6. Arrive on the job at the hours given by the Lead Carpenter, generally working hours are 8:30 am until 4:30 pm, Monday through Friday
7. Create a working environment that brings the best out in other employees and that uses time efficiently
8. Protect the job site and the client's property from theft, damage, or weather-related loss
9. Remove large quantities of debris on a weekly or as needed basis
10. Perform tasks as assigned by the Lead Carpenter, such as:
 - a. Cleaning the job site – materials stacked neatly, floors cleaned, tools put away, yard cleaned, trash piled neatly, mud off of driveway/walkways, etc.
 - b. Moving lumber, sheet materials, mud, nails, screws, and other materials
 - c. Learning by watching, asking questions about, and participating in the work
11. Store materials in a way that reduces the possibility of damage after they are delivered to the site

Supervision Received

The Carpenter's Helper will report to the Lead Carpenter and the Remodeling Carpenter, as well as to the Production Manager / Owners of the company.

Supervision Exercised

None.

Qualifications & Skills

The Carpenter's Helper should possess the following qualifications and skills:

1. Basic knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, and safety
2. Ability to understand steps and directions, and ask questions when uncertain
3. Substantial driving is required; must have a valid driver's license and reliable vehicle that is properly licensed and insured

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4. Basic math skills, measuring skills, and analytical skills necessary to do material estimates and perform carpentry tasks

Compensation

A base hourly pay will be established for each Carpenter's Helper as of the date of hire, dependent on individual experience and qualifications. Hours will be totaled and paid on a weekly or bi-weekly basis.