NORTHWEST CONSTRUCTION COOPERATIVE
JOB DESCRIPTION: **ON-SITE LEAD CARPENTER**
LAST UPDATE: **APRIL 2015**

CURRENT WAGE RATE:	$20.00/Hr – On-Site Work
	$10.00/Hr – Administrative Work
HOURS:	20 – 40 per week

GENERAL DESCRIPTION: An On-Site Lead is responsible for coordinating the work of a job with an assigned crew according to a scope and schedule drafted by the Project Coordinator. Depending on the job, the On-Site Lead may also be the Project Coordinator (see JD PC).

RESPONSIBILITIES: The lead's responsibilities include managing the crew, heading up safety on the job, filling in for and supporting the project coordinator when needed, as well as assuring quality of work on the job-site.

As a Carpenter the On-Site Lead shall:

- Perform all duties as a journey level carpenter.
- Have the knowledge and skill-level to accomplish all work within the scope – either by delegating or by doing it themselves.

As Lead of the Crew the OSL-C shall:

- Assign tasks.
- Ensure all tasks are completed according to standards and expectations set forth by the scope of the contract.
- Decide when a project is complete

As the person charged with Safety the OSL-C shall:

- Run on-site safety meetings
- Be responsible for on-site safety procedures

As a support to the Project Coordinator the OSL-C shall:

- Be available and capable of doing the work of the Project Coordinator (see JD PC)

As the primary person charged with Quality Control the OSL-C shall:

- Responsible for implementing the level of quality established by the scope of the contract; including but not limited to repairing and fixing mistakes.

DIRECTLY ACCOUNTABLE TO:

- WORK-CREW
- PROJECT COORDINATOR
- BUDGET MANAGER
- COLLECTIVE POLICY & EXPECTATIONS

GENERAL REQUIREMENTS:

- Must have physical abilities to perform general construction work
- Must be able to make a three-year commitment if hired
- Must be flexible with scheduling
- Must be available during agreed-upon scheduling days and times
- Must be willing to learn and participate in a cooperative workplace
- Must have a vehicle and valid driver's license

REQUIRED JOB SKILLS:

- Kitchen and bathroom remodel
- Small sheetrock and texture repair
- New construction and remodel framing
- Small concrete work
- General maintenance and repair
- Can read prints
- Must be a self-starter
- Customer-service
- Basic Math
- Multi-tasking and problem-solving

PREFERRED QUALIFICATIONS:

- Specialty construction work experience (painting, roofing, small electrical and plumbing)
- Group/collaborative decision making experience
- Demonstrated communication skills - verbal and written
- Project, organization, or business management experience
- Fluency in a language other than English
- Basic computer literacy skills
- Advanced math skills

TOOLS REQUIRED TO PERFORM JOB: Hand tools, circular saw, portable table saw, router, sawzall, corded 1/2 in drill and hole saws, cordless drill set, vehicle, and personal protective equipment.

PREFERRED TOOLS: Plumbing and electrical tools, compressor, and nail guns.