



Carpenter

Position Description

SUMMARY

Provide self-performance of a varied scope as it relates to structural, rough and finish carpentry. Ability to perform overall and general maintenance tasks of Rockford Construction properties. Reporting and communication.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- ✓ Rough carpentry including framing walls, bulkheads, blocking, stringer layout, involving wood and metal construction.
- ✓ Finish carpentry including wood base, jambs, casing, hinge pockets, wood door installations, window installations, side-lites.
- ✓ Base and wall cabinet, pre-fabricated, and custom countertop installations.
- ✓ Door hardware installation including handsets, door closers, kick plates, panic bars, and sweeps.
- ✓ Miscellaneous hardware installation including bathroom partitions, handicap railings, and wall mounted accessories.
- ✓ Steel door installations including hollow metal and knockdown frames.
- ✓ Drywall hanging and repairs ready for final finish.
- ✓ Acoustical ceiling installations including grid and cutting and installing pads and use of a laser.
- ✓ Perform basic electrical, plumbing, HVAC, and mechanical duties necessary for routine maintenance.

QUALIFICATIONS

- ✓ Familiarity with all MIOSH and OSHA requirements related to assigned tasks.
- ✓ Maintain yearly ten hour MIOSHA training as provided by Rockford Construction.
- ✓ Maintain 1st Aid Certification.
- ✓ Understand contractual relationships at jobsite to maintain the scope of work and its execution.
- ✓ Ability to follow instructions.
- ✓ Perform other duties as assigned.

EDUCATION and/or EXPERIENCE

- ✓ 3 – 5 years of experience working within a high-visibility customer service or administrative support role.
- ✓ High school diploma.

COMMUNICATION SKILLS

- ✓ Must have excellent communication skills, both verbal and written.

COMPUTER SKILLS

- ✓ Perform basic computer functions including E-mail, Excel, Word, and Project.

REPORTS TO:

VP of Trades

Project Manager of Trades