



# JOB DESCRIPTION

## CARPENTER APPRENTICE

### **1. Introduction & Purpose:**

- 1.1. This job description will outline the principle duties, responsibilities and requirements of the Carpenter Apprentice position.

### **2. Team Contribution:**

- 2.1. The primary function of the Carpenter Apprentice is to provide efficient and quality craftsmanship in carpentry the various crafts associated with residential remodeling in support of Lead Carpenters and Project Managers.
- 2.2. Like all Bauscher Construction team members, the Carpenter Apprentice is responsible for aiding in the training, development and growth of the team members he/she works with and to continually work to grow and improve his/her own knowledge and skills.

### **3. Reporting, Relationships & Authority:**

- 3.1. The Carpenter Apprentice reports to the Project Manager.
- 3.2. The Carpenter Apprentice has the authority to enforce company safety standards and rules with anyone present at a Bauscher Construction project including other team members, subcontractors, visitors, etc.

### **4. Key Performance Indicators:**

- 4.1. The Carpenter Apprentice position's performance is primarily measured by the following standards:
  1. The quality level of carpentry work performed.
  2. Efficiency of work habits including efficient use of time.
  3. Application of learning and growth toward becoming a skilled Carpenter.
  4. Quality of work produced.
  5. Willingness to help other team members learn and grow their skills.
  6. Professionalism in working with customers, team members and subcontractors.



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### **5. Principal Duties & Responsibilities:**

- 5.1.** Like all job descriptions, this will lay out the principle duties but cannot cover all situations that may arise during the course of work. The Carpenter Apprentice is expected to use good judgment and proactive problem solving skills as an overall approach to his/her work.
- 5.2.** Promote an attitude of customer service among other field personnel by setting a good example of service and respect for clients, sub-contractors and fellow team members.
- 5.3.** Carpentry: The Carpenter Apprentice is responsible for assisting in the completion of all carpentry work including frame carpentry, deconstruction, exterior trim and interior trim, and other tasks required at various times
- 5.4.** Other Trades: In some cases, a Carpenter Apprentice will be working on specialized kitchen and bath type projects. In these cases, the Carpenter Apprentice may also be responsible for assisting in the execution of items such as tile installation, drywall, painting, plumbing, electric, HVAC, etc.
- 5.5.** Training: The Carpenter Apprentice is responsible for assisting in the training and growth of other team members whenever possible. This can be as simple as setting a good example of work practices or as inclusive as leading a short skills lesson.
- 5.6.** Assist in keeping track of and help in the maintenance of company owned tools to minimize loss or damage.
- 5.7.** Changes: Work with the Project Manager to maintain time and material information related to changes or time and material work being completed.
- 5.8.** Ensure that building materials are stored neatly and protected from theft and the elements to reduce loss.
- 5.9.** Any other work that is needed to complete projects assigned to his authority.
- 5.10.** Attend all scheduled company meetings when requested.



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### 6. Project Safety & Cleanliness:

- 6.1. Keep the job sites safe for all workers, customers and visitors to the site. (See the Bauscher Construction Safety Handbook)
- 6.2. Regulate the access of visitors to the site during work hours and when he feels that it is necessary for their safety.
- 6.3. Install and maintain finish and property protection throughout the project timeframe.
- 6.4. Make sure the site is cleaned daily and all debris is placed in dumpsters or garbage cans **EVERY DAY**. (See Project Clean Up & Protection Operating Procedure)
- 6.5. Communicate with the Project Manager and/or Production Manager to keep a supply of personal protective equipment for use by all team members.
- 6.6. Make regular inspections of company ladders, scaffolding, etc., to ensure that it stays in safe working order. Report any equipment that is damaged and not safe for use and take it out of use by labeling or disposal.

### 7. Working Conditions:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job.

- 7.1. Conditions are typical of a residential construction related work site and will occur both inside and outside of client homes. A general understanding of the hazards present on the residential construction site is necessary.
- 7.2. Noise levels will at times be above normal and will require the use of hearing protection.
- 7.3. Conditions will often require the use of eye protection and must be worn when appropriate.
- 7.4. Work will at times be performed on ladders and scaffolding at heights at or above 20'.
- 7.5. Work will at times take place in tight locations such as crawlspaces and attics.
- 7.6. Working conditions require the use of safety shoes which are provided by Bauscher Construction to all field employees.



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### **8. Physical Requirements:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the Carpenter Apprentice position.

- 8.1. While performing the duties of this job, the Carpenter Apprentice is frequently required to stand, walk, sit, reach with hands and arms, use fingers to handle, feel touch and to operate tools and machinery.
- 8.2. The Carpenter Apprentice is frequently required to stand, stoop, kneel, crouch and to talk and hear.
- 8.3. The Carpenter Apprentice is frequently required to work on a standard 6' step ladder and is occasionally required to work in confined places and/or at heights above 20'.
- 8.4. The Carpenter Apprentice must occasionally, safely lift and/or move 75-100 pound objects such as appliances, cabinetry, lumber, beams, etc.
- 8.5. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- 8.6. The setup and use of ladders, scaffolding, pump jacks, etc. and to work on roofs as well as a lack of the fear of heights is required to complete the work related to this position.
- 8.7. The physical ability to climb ladders, scaffolding, etc., and to work on roofs as well as a lack of the fear of heights is required to complete the work related to this position.

### **9. Professional Appearance & Attitudes:**

- 9.1. Communicate with the President and/or Production Manager to get yourself and team members new uniforms as needed to keep all team members in uniforms that are professional and in good condition. No uniforms with holes and excessive wear and stains should be worn.
- 9.2. Keep radios at a reasonable volume level as to not disturb the neighbors and/or customers. Radios must not be able to be heard at the neighbor's house and should not be at the level that can be heard throughout the customer's homes.
- 9.3. Offensive language is prohibited and the Carpenter Apprentice must monitor and report this if it becomes a problem with either a team member or a subcontractor.
- 9.4. Use of the customer's phone or other client items such as tools is prohibited.
- 9.5. Address customers and other visitors in a courteous and professional way at all times and ensure that all other personnel do as well.
- 9.6. Smoking is prohibited inside a client's home including the garage. Cigarette butts are not to be thrown on the ground or put in the customer's garbage cans. The Carpenter Apprentice must monitor this with all team members and subcontractors.



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### **10. Marketing:**

- 10.1.** The best marketing is a satisfied customer that will willingly and proactively refer Bauscher Construction to their friends, family and neighbors. Referral and repeat business is a vital part of our success at Bauscher Construction. It is the responsibility of **EVERY** team member to dress and act in a professional manner at all times.
- 10.2.** Every team member must work to promote the positive reputation and image of Bauscher Construction and must refrain from complaints and negative comments about other team members, subcontractors, customers, architects, etc. while on a job site. Any issues with negative attitude is contagious and can impact the performance of other team members and subcontractors.

### **11. Time Utilization:**

- 11.1.** As with other Bauscher Construction team members, the Carpenter Apprentice is required to make every effort to be productive for the entire working day.
- 11.2.** The Carpenter Apprentice must demonstrate a use of common sense and logic in problem solving by gathering necessary information to make such decisions.

### **12. Attendance & Reliability:**

- 12.1.** As with all other Bauscher Construction team members, the Carpenter Apprentice is required to arrive at work at the scheduled time and work the entire scheduled workday.
- 12.2.** The Carpenter Apprentice must provide proper notice for absence from work.
- 12.3.** The Carpenter Apprentice must not abuse time off such as vacation days.

### **13. Acknowledgment:**

I have read and understand the above description of the Carpenter Apprentice position as it has been described and agree that I am able to perform the duties related to this position in a professional manner.

\_\_\_\_\_

Print Name

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Date

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Signature