



Position Agreement

Carpenter

1. Introduction:

Our success at Bauscher Construction is founded on a high performance environment, where team members are challenged, encouraged, and supported in their growth, both personally and professionally. This position agreement is designed to establish a collaborative relationship where the Carpenter has great clarity around the position's desired results, and is fully supported in its execution and continued innovation.

2. Result Statement:

2.1. Assigned carpentry work is completed in a friendly, efficient and safe manner that meets or exceeds the standards of Bauscher Construction and our clients.

3. Reporting Relationships:

The Carpenter position reports to and is supported by the Project Manager.

4. Tactical Duties & Responsibilities

- 4.1.** Use good judgment and proactive problem solving skills as an overall approach to his/her work.
- 4.2.** Complete all carpentry work assigned including frame carpentry, deconstruction, exterior trim, and interior trim.
- 4.3.** Delegate and supervise the work of Carpenter Apprentice's
- 4.4.** Communicate with the Project Manager and Lead Carpenter to aid in the smooth completion of projects.
- 4.5.** Communicate with clients as needed.
- 4.6.** Meet and communicate with building inspectors as needed.
- 4.7.** Collaborate with trade partners as needed to solve installation challenges.
- 4.8.** Complete or assist in the completion of items such as insulation, tile, drywall, painting, plumbing, electric, HVAC, etc. if/when requested.
- 4.9.** Keep client homes/work areas clean and safe at all times. (*See the Project Clean up & Finish Protection Process*)
- 4.10.** Assist in keeping track of, and help in the maintenance of, company owned tools.
- 4.11.** Maintain accurate time and material records to assist with the accurate accounting of job cost reports, changes, or time and material work being completed.
- 4.12.** Ensure that building materials are stored neatly and protected from theft and the elements to reduce loss.
- 4.13.** Assist in the training and growth of other team members whenever possible.
- 4.14.** Communicate with Project Managers to keep a supply of personal protective equipment available at the work sites for use by all team members.



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Tactical Duties & Responsibilities:

- 4.15. Make regular inspections of company ladders, scaffolding, etc. and take them out of use when needed.
- 4.16. Be engaged, open, and learning new carpentry and professional skills on a continual basis.
- 4.17. Attend, engage, and participate in all scheduled company meetings when requested.

5. Position Specific Skill Requirements:

The Carpenter must possess and/or work to achieve the following skills to fulfill the position requirements effectively:

- 5.1. Fluent understanding and a mastery of carpentry methods and skills to a level that allows the carpenter to complete carpentry work independently at times.
- 5.2. Ability to independently plan, organize and lead carpentry work for himself and a Carpenters Apprentice at times.
- 5.3. Fluent understanding of residential construction site safety
- 5.4. Good personal organizational skills
- 5.5. Good written and verbal communication skills
- 5.6. General smart phone proficiency
- 5.7. Basic email proficiency

6. Standards:

Position Specific Standards:

- 6.1. Work is performed with zero injuries.
- 6.2. The Carpenter will be continually learning and growing his/her carpentry and professional skills.
- 6.3. All carpentry work will be completed at or above company quality standards.

Company Wide Standards:

- 6.1. Promote an attitude of customer service among other team members by setting a good example of service and respect for others.
- 6.2. Team members must be professionally groomed and dress in a manner that will promote the professional image and reputation of Bauscher Construction. If provided company uniforms must be worn during working hours.
- 6.3. All decisions will be made in alignment with the company vision and values.
- 6.4. All clients and members of the general public must be addressed in a courteous, friendly, and professional way at all times and ensure that all other personnel do as well.



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Company Wide Standards:

- 6.5.** All work will be performed in accordance with the government laws, regulations, ordinances, and court rulings in those jurisdictions in which Bauscher Construction operates.
- 6.6.** All work will be performed according to company policies and standards inherent in all Position Agreements, system action plans, employee manuals, ongoing policy memoranda, and facilities and dress codes.
- 6.7.** Client and company information will be held strictly confidential outside the company.
- 6.8.** All telephone calls, both internal and external, will be returned within one business day and within two hours whenever possible.
- 6.9.** Manager will be notified of any issues to be resolved or deadlines that cannot be met by reporting position, prior to the due date.
- 6.10.** Problems with any system will be brought to the attention of manager so the system can be improved within the structure of the operations manual.
- 6.11.** Team members will provide staff assistance as requested; each team member may be asked from time to time to cover other areas of accountability and/or departments.
- 6.12.** All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and in accordance with applicable and existing company policies and standards.
- 6.13.** Team members will respect each other's time, space, and need for concentration. Socializing and interruptions must not impede workflow and every effort must be made to be productive for the entire working day.
- 6.14.** Team members are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's Vision.
- 6.15.** Offensive language is prohibited and team members must not engage in its use when on duty.
- 6.16.** Use of the customer's phone or other client items such as tools is prohibited.
- 6.17.** Smoking is prohibited inside the Bauscher Construction office or client's home.
- 6.18.** Team members are required to arrive at work at the scheduled time and work the entire scheduled workday.
- 6.19.** Team members must provide a minimum of 7 days notice for absence from work whenever possible.
- 6.20.** Team members must not abuse time off such as vacation days.



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7. Working Conditions:

The work environment characteristics described here are representative of those and team member 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. Conditions at times will involve driving for at least part of the work day.
- 7.3. Noise levels will at times be above normal and will require the use of hearing protection.
- 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 at times will require the use of safety shoes which are provided by Bauscher Construction to all field team members.

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 position.

- 8.1. While performing the duties of this job, the Carpenter is frequently required to:
 1. Stand, walk, sit, reach with hands and arms, use fingers to handle, feel touch and to operate common power and hand tools.
 2. Stand, stoop, kneel, crouch and to talk and hear in person and via phone.
 3. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
 4. The Carpentry must occasionally, safely lift and/or move 75-100 pound objects such as appliances, cabinetry, lumber, beams, etc.
 5. 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.
 6. 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.



Position Agreement Carpenter

Signatures:

Statement of the position holder:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this Position Agreement.

Print Name

_____/_____/_____

Date

Signature

Statement of the position holder's manager:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (result, work, standards) to be accomplished.

Print Name

_____/_____/_____

Date

Signature