



Position Agreement

Lead 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 Lead Carpenter has great clarity around the position's desired results, and is fully supported in its execution and continued innovation.

2. Position Result Statement:

2.1. All phases of carpentry, on assigned projects, are completed in a friendly, efficient safe manner that meets or exceeds the high standards of Bauscher Construction and its clients

3. Reporting Relationships:

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

4. Management Duties & Responsibilities:

- 4.1.** Evaluate and plan the execution of each phase of the carpentry work on assigned projects.
- 4.2.** Evaluate and assign work to the carpentry staff to make the most efficient use of manpower and skills of the carpentry team.
- 4.3.** Collaborate with the Project Manager to estimate timeframes for carpentry work phases for project scheduling purposes.
- 4.4.** Communicate with the Project Manager to assist in the scheduling of materials and trade partners on assigned projects.
- 4.5.** Plan, coordinate, and order materials in a proactive way.
- 4.6.** Communicate with clients, Project Consultants, Architects, Engineers, etc. to clarify details on the job that may not be spelled out clearly in the plans or specifications when needed.
- 4.7.** Work with the Project Manager, Architects, Engineers, Subcontractors and Clients to resolve issues that are uncovered or discovered in the course of construction as needed.
- 4.8.** Review and plan for equipment needs in a proactive way that maintains an efficient workflow and eliminates last minute trips to pick items up.
- 4.9.** Communicate with subcontractors while they are on site to monitor the need for additional work that is beyond the scope of the contract.
- 4.10.** Assist the Project Manager regarding any changes that may occur on the project. (*See Project Changes System*)
- 4.11.** Communicate with the Project Manager to keep a supply of personal protective equipment available at all project locations for use by all team members.
- 4.12.** Supervise, instruct, and inspect the work of the other team members and trade partners to ensure the delivery of a quality and thoroughly complete project.
- 4.13.** Meet with trade partners when they are on site to make sure they are clear about their work and have all of the information needed to execute their work completely and correctly.



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Management Duties & Responsibilities:

- 4.14. Aid in the tracking of additional labor, materials and trade partner costs when needed.
- 4.15. Meet and communicate with building inspectors as needed.
- 4.16. Assist in tracking of, and help in the maintenance of, company owned tools to minimize loss or damage.
- 4.17. Regulate the access of visitors to the site during work hours at times that it is necessary for their safety.
- 4.18. Aid the Production Manager in reviewing the performance of carpentry team members. *(See the Performance Review System)*
- 4.19. Give feedback to the Production Manager to aid in reviewing the performance of trade partners.
- 4.20. Participate in the evaluation of completed projects when requested. *(See Project Evaluation System)*
- 4.21. Provide feedback and information to the marketing team as requested.
- 4.22. Execute the job close out procedures to bring every project to a predictable close out. *(See the Project Close Out System.)*
- 4.23. Assist in the training and growth of other team members whenever possible.

5. Tactical Duties & Responsibilities:

- 5.1. Complete all carpentry work assigned including frame carpentry, deconstruction, exterior trim, and interior trim.
- 5.2. Complete or assist in the completion of items such as insulation, tile, drywall, painting, plumbing, electric, HVAC, etc. if/when requested.
- 5.3. Keep client homes/work areas clean and safe at all times. *(See the Project Clean up System and the Dust Containment & Finish Protection System)*
- 5.4. Collaborate with trade partners as needed to solve installation challenges.
- 5.5. Maintain accurate time and material records to assist with the accurate accounting of job cost reports, changes, or time and material work being completed.
- 5.6. Ensure that building materials are stored neatly and protected from theft and the elements to reduce loss.
- 5.7. Make regular inspections of company ladders, scaffolding, etc. and take them out of use when needed.
- 5.8. Be engaged, open, and learning new carpentry and professional skills on a continual basis.
- 5.9. Attend, engage, and participate in all scheduled company meetings when requested.



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6. Position Specific Skill Requirements:

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

- 6.1. Strong personal organization skills and habits.
- 6.2. Ability to use systems to manage details and communication.
- 6.3. Good verbal and written communication skills.
- 6.4. iOS iPad operating system basics
- 6.5. FileMaker system basic use on the iPad platform
- 6.6. iOS Mail
- 6.7. BuilderTrend basic use and navigation

7. Standards:

Position Specific Standards:

- 7.1. Work is performed with zero injuries.
- 7.2. All carpentry and craft related work is completed to Bauscher Construction standards.
- 7.3. Progress on carpentry related work will be evaluated daily to insure accurate timing projections.

Company Wide Standards:

- 7.1. Promote an attitude of customer service among other team members by setting a good example of service and respect for others.
- 7.2. 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.
- 7.3. All decisions will be made in alignment with the company vision and values.
- 7.4. 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.
- 7.5. All work will be performed in accordance with the government laws, regulations, ordinances, and court rulings in those jurisdictions in which Bauscher Construction operates.
- 7.6. 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.
- 7.7. Client and company information will be held strictly confidential outside the company.
- 7.8. All telephone calls, both internal and external, will be returned within one business day and within two hours whenever possible.



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Company Wide Standards:

- 7.9. Manager will be notified of any issues to be resolved or deadlines that cannot be met by reporting position, prior to the due date.
- 7.10. 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.
- 7.11. 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.
- 7.12. 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.
- 7.13. 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.
- 7.14. Team members are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's Vision.
- 7.15. Offensive language is prohibited and team members must not engage in its use when on duty.
- 7.16. Use of the customer's phone or other client items such as tools is prohibited.
- 7.17. Smoking is prohibited inside the Bauscher Construction office or client's home.
- 7.18. Team members are required to arrive at work at the scheduled time and work the entire scheduled workday.
- 7.19. Team members must provide a minimum of 7 days notice for absence from work whenever possible.
- 7.20. Team members must not abuse time off such as vacation days.

8. Working Conditions:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- 8.1. While performing the duties of this job, the Lead 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 Lead Carpenter must occasionally, safely lift and/or move 75-100 pound objects such as appliances, cabinetry, lumber, beams, etc.



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Working Conditions:

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.

9. Physical Requirements:

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

- 9.1. While performing the duties of this job, the Lead Carpenter is frequently required to:
 1. Stand, walk, sit, reach with hands and arms, use fingers to handle, feel touch and to operate computers, phones and others electronic devices.
 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 Lead Carpenter must occasionally, safely lift and/or move 75-100 pound objects such as appliances, cabinetry, lumber, beams, etc.



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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