

Lead Carpenter Job Description 2022

In addition to the responsibilities as described in the carpenter's job description the position's activities include, but are not limited to, the following:

1. Ensure company and customer satisfaction through professional appearance, expert workmanship and polite communication.
2. Attend all company/client meetings as directed by the Manager.
3. Manage an anticipated along side the Project Manager the project schedule (critical path) in advance of project commencement, adjust schedule as needed based on production realities. Advise subcontractors of proposed schedule. Verify and confirm material lead times and purchase orders as needed to maintain efficient schedule.
4. On a daily basis, inform the Project Manager of the progress of the project, including any customer concerns, problems, delays, etc.
5. Supervise the activities of the company's field carpenters and/or independent subcontractors, which include oral and written communication as required.
6. Be responsible for the efficient and profitable use of the company's time, manpower and materials on each project as included in project estimate sheets.
7. Responsible for tracking the progress and profitability of the projects under his or her supervision and reporting to the Manager.
8. Ensure the image of the company is supported by the appearance and activities of the installation teams and job sites.
9. Maintain an operational inventory of necessary tools, safety equipment, equipment and vehicles to perform specific activities assigned by the Manager.
10. Assist in the company's marketing program as directed by the President, which may include home shows, job site marketing, customer satisfaction, etc.
11. Attend seminars and trade shows to obtain new product knowledge and new installation procedures.
12. Seek additional responsibility and guidance from company management as needed to enhance existing skills, learn new skills, and create potential for advancement within the company.

Requirements:

1. Maintain a valid Massachusetts Construction Supervisors License.
2. Minimum of 5 years general carpentry experience and completion of an apprenticeship, or an equivalent combination of education, training and experience.