



Phi Builders + Architects

Job Description for: Carpenters

Each Phi employee must be consistently energetic, enthusiastic, and a team player at all times as a condition of employment.

Phi Carpenters typically construct, erect, install and repair any structures and fixtures made of wood such as concrete forms, temporary bracing and shoring, or selective demolition. They craft building frameworks including partitions, joists, studding, and rafters. Carpenters trim buildings including, but not limited to, the installation of wood stairways, window and door frames, cabinetry, and hardwood floors. They install components such as doors, windows, and other elements including siding and roofing to the building exterior. **Carpenters** assemble and erect prefabricated building components. Their work is typically undertaken in compliance with architectural drawings, written/verbal instructions, and/or in adherence to industry standards and applicable building codes.

Carpenters are expected to be able to study blueprints, specification sheets, and drawings to determine how best to fabricate and erect building assemblies, sub assemblies, or components given working under guidance, supervision and direction of a **Site Lead**. **Carpenters** report directly to and are at all times expected to follow the directives of the **Site Lead, Project Manager or General Manager**.

A. PRIMARY RESPONSIBILITIES:

- Examines materials to be used in the construction process
- Measures and cuts materials (or, instructs others on proper procedures) in conformance with specifications
- Measures and marks location of studs, headers, and openings, using tape measure, template, and marker in accordance to specifications.
- Lays out and aligns materials on site according to specified instructions.
- Cuts and installs sidings, moldings, exterior trim, and architectural details per drawings and specified instructions.
- Installs roofing materials,
- Installs sheetrock, works with framing lumber, using hand tools and power tools.
- Aligns and fastens materials together, using hand tools and power tools, to form building or bracing
- Installs doors, windows and screens, and trim in a building.

- Repairs, replaces, and installs locks, hinges, cranks, and other hardware using hand tools, and power tools.
- Directs crane operator in positioning floor, wall, ceiling, and roof panel on house foundation.
- Inventory tools and equipment/supplies as instructed by Site Lead.
- Alert the Site Lead of potential problems on site.
- Follow Phi safety protocols at all times.
- Follow Phi policy and protocols at all times.
- Protect customer's property.

B. MINIMUM KNOWLEDGE, SKILLS AND PHYSICAL ABILITY

KNOWLEDGE:

Building and Construction -- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.

Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Engineering and Technology -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various carpentry services typically encountered in the construction industry.

SKILLS:

- **Installation** -- Installing equipment, building components, establishing the baseline for such installations necessary to meet specifications.
- **Repairing** -- Repairing or replacing systems and system components using the needed tools.
- **Operation and Control** -- Controlling operations of equipment or systems.
- **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job properly and most efficiently.
- **Organizational** – The ability to organize tasks for completion alone or as part of a work team.
- **Communication**- Project success lies within everyone's ability to communicate effectively. This includes proper notice for time off requests, informing the general manager for a call out before the day begins, speaking up if work is being done incorrectly, mentoring lesser skilled colleagues, and working directly with subcontractors.

ABILITY:

The ability to understand and comply with all rules, regulations and requirements contained in the Company's Employee Manual; other written directives; or verbal instructions issued by your Supervisor.

- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Static Strength** -- The ability to exert maximum muscle force to lift, push, pull, or carry objects. Able to lift a minimum of 50lbs with ease.
- **Extent Flexibility** -- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Arm-Hand Steadiness** -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Explosive Strength** -- The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
- **Spatial Orientation** -- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Gross Body Equilibrium** -- The ability to keep or regain your body balance or stay upright when in an unstable position.
- **Visualization** -- The ability to imagine how so will look after it is moved around or when its parts are moved or rearranged.
- **Depth Perception** -- The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- **Control Precision** -- The ability to adjust the controls of a machine or a vehicle quickly and repeatedly to exact positions.

JOB ACTIVITIES:

- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Pick up/Delivery:** Performing pick up or delivery of site materials. A clean driving record and reliable transportation is required.
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