

## Job Description

**Position:** Carpenter  
**Reports to:** Carpenter Foreman  
**Supervisory:** Individual Contributor  
**Department:** Field Operations

**Summary:** A Carpenter needs to be versatile in all aspects of the carpentry work to which he is assigned. He must be quality, production and safety oriented. Once assigned a task, a carpenter should be able to organize and complete the task in the most productive manner. Awareness of and adherence to safety procedures and Company policies is mandatory.

## ESSENTIAL FUNCTIONS

- Professionally represent GH Phipps and effectively support Company strategic initiatives
- Establish and foster positive long-term relationships with internal customers and business partners
- Execute GH Phipps policies and procedures
- Embraces a lean culture and work environment
- Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated
- Selects specified type of lumber or other materials
- Identifies tie off and access points, installing ladders to meet safety requirements, tying off 100% of the time
- Prepares layout
- Maintains a clean work area free of tripping hazards and helps others to do the same daily
- Marks cutting and assembly lines on materials
- Shapes materials to prescribed measurements
- Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue
- Erects framework for structures and lays subflooring
- Builds stairs and lays out and installs partitions and cabinet work
- Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base
- Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and wall
- Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates
- Constructs forms and chutes for pouring concrete
- Erects scaffolding and ladders for assembling structures above ground level
- Welds metal parts to steel structural members

## EDUCATION

Bachelor's degree and/or carpentry apprenticeship program

## EXPERIENCE

Up to four (4) years of general commercial construction experience required

## SKILLS

- Know how to use all the tools of his trade
- Know how to read blueprints
- Know layout; plumb, level, square
- Know safe and efficient procedures
- Rough carpentry skills
- Finish carpentry skills
- Good math, reading and writing skills
- Understand the schedule
- Quality conscious