

SUMMARY

This position is responsible for providing the highest quality remodeling and finish carpentry services in the Portland marketplace with a level of customer service that consistently exceeds our customer's expectations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Provides onsite carpentry work required.
2. Ensures jobsite safety and enforces jobsite rules.
3. Assists in the timely completion of the work.

JOB DUTIES

- Thinks ahead for next steps, including where to set up equipment, staging and storing material and how to coordinate work around other trades.
- Performs quality construction and attention to detail, produces a finished result with sharp lines, visually appealing, with sound mechanical systems.
- Maintains a clean work space, keeping it free of debris and trip hazards.
- Respects client personal property and home, this includes cleaning up work space and organizing materials.
- Meets and exceeds client expectations by maintaining a professional and courteous demeanor to clients, trade contractors, and vendors at all times.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Turn in properly coded receipts to Project Manager within 24 hours of purchase.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers and co-workers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from supervisor.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Required carpentry skills and experience require demolition, framing, adding blocking/backing to walls, new nonbearing interior walls, modifying existing nonbearing/bearing interior wall, reframing an opening in an exterior wall, no change to header, installing underlayments, using various levels and transits, building and erecting new walls, retrofitting of seismic holdowns, setting exterior doors and windows, fascia/soffits, and removal of old beams.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, understand and follow blueprints, sketches or drawings.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; outdoor weather conditions; risk of electrical shock and vibration. The noise level in the work environment may vary and be loud at times, usually moderate.

PLEASE NOTE

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.
