

# Lead Carpenter Job Description

## Job Profile

We are looking to hire a skilled Lead Carpenter to provide guidance and supervision to the production team involved in construction projects. The Lead Carpenter's responsibilities include assigning and explaining tasks to the production team, responding to clients' requests, and regularly inspecting work done by the production team to ensure that it conforms to certain specifications. You should also be able to help the production manager solve project-related problems.

## Workflow

Estimator bids job, creates work order outlining scope of the job, orders materials needed and coordinates with any subcontractors we will be using. The estimator then hands the job off to the production manager. The production manager makes sure subcontractors are scheduled, client is on the schedule and has been informed of start date, materials have been ordered and delivered, and communicates with Lead carpenter details and scope of the work to be performed. Lead carpenter oversees on-site work being done, reporting directly to the production manager.

## Duties and Responsibilities

- Maintain time sheets for field employees
- Assign and explain tasks to the production team
- Provide regular progress updates to the production manager
- Communicate with clients when we arrive and leave the job site
- Calculate the amount of labor, time, and materials needed for project change orders
- Plan ahead to make sure tools and materials are ready for the following day
- Supervise the company's field carpenters
- Perform all carpentry duties required, including both rough and finish carpentry
- Maintain accurate records of all work done by the production team

## Requirements

High school diploma or GED  
Valid driver's license  
Pass drug test  
Transportation to and from work  
Proven experience in residential remodeling or construction  
Sound knowledge of safety standards and procedures

## Tools

- Tool Bag
- Hammer
- Nail Set
- Pencils
- 5 in 1 tool
- Putty knife
- Tape measure
- Torpedo level
- Speed square
- Utility knife and blades
- Chalk box- blue chalk
- Screw driver set
- Pliers
- Cutting pliers
- Flat bar
- Cats paw (nail puller)