



# JOB DESCRIPTION

<b>Title</b>	Carpenter
<b>Level</b>	
<b>Group</b>	Construction
<b>Reports To</b>	Site Supervisor
<b>Updated</b>	January 2025

## Position Summary

The primary role of the Carpenter is to support and assist the Site Supervisor to ensure smooth operations and successful project completion. Applying Lean principles, this role will engage in a range of responsibilities involving various carpentry tasks, including finishing work and general contracting. This role requires proficiency with hand and power tools, as well as the ability to perform heavy lifting, operating an aerial lift, telehandler, driving a bobcat, and the like. A strong commitment to safety and quality of workmanship is essential. Reports to the Site Supervisor.

## Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

- Supports & assist Site Supervisor in construction activities during all stages of a project.
- Communicate effectively with the project team, all contractors and sub-contractors.
- Accurately, measure, cut, shape, assemble and join materials made of wood, wood substitutes, steel and other materials.
- Utilize hand tools and power tools effectively.
- Perform installations according to specifications and safety standards.
- Operate aerial lift, telehandler, zoom boom, bobcat, forklift, etc.
- Perform a variety of carpentry tasks, ensuring high standards of craftsmanship.
- Finishing carpentry work.
- Attend safety meetings and worksite inspections when required.
- Participates with project team for planning sessions, work plans and daily huddles.
- Help to manage and organize materials and tools, including tracking inventory and coordinating deliveries.
- Perform inspections, take photos, submit inspection reports utilizing software.
- Move, load and unload construction materials and supplies, as required.
- Read drawings, blueprints, sketches and the schedule to determine work requirements.
- Coordinate work with inspections as required.
- Plan ahead to prevent problems and resolve any emerging ones.
- Identify issues and recommends practical, constructible and cost-effective solutions when issues arise.
- Stay current & ensure quality construction standards and the use of proper construction techniques.
- Maintain a clean and organized work area.
- Act as the Site Supervisor in their absence when designated.

## Safety

- Maintain a clean, organized, and professional site environment.
- Uphold safety standards and ensure compliance.
- Promote a culture of safety and compliance and lead by example.
- Take responsibility for your own health and safety, and that of other workers ensuring all are working in a safe manner and following safety protocols (Occupational Health and Safety Regulations, Span West safety policies, etc.)

## Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

## **Scope of Authority**

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

## **Qualifications and Abilities**

### Education / Experience

- Post-secondary education/certification in carpentry or another trade or is working towards a Journeyman Red Seal Carpenter ticket.
- Typically has between one (1) and five (5) years of on-site construction experience.
- Certificate of Management – Lean Construction (CM-Lean) and Lean Six Sigma certificates would be considered an asset.
- Possess training/holds certification in Health & Safety, at a minimum: Workplace Hazardous Materials Information System (WHMIS), Construction Safety Training Systems (CSTS), Ladder, Scaffold, Fall Arrest, Aerial Platform, Telehandler, Boom & Scissor, Skid Steer, Forklift.
- Valid Class 5 provincial driver's license.
- Must be authorized to work in Canada.
- A combination of education and experience that provides the ability to meet the requirements of this position.

### Knowledge, Skills, and Abilities

- Proven experience in finishing carpentry and general contracting.
- Strong attention to detail with a commitment to quality workmanship.
- Energetic, flexible, and able to work well within a team.
- Possess solid knowledge of construction processes, means and methods.
- Excellent understanding of carpentry techniques and methods of installation and construction.
- Able to use typical power/manual equipment, such as saws, drills, etc.

- Able to carry out mobilization and demobilizations tasks effectively.
- Possess solid knowledge of building products, construction details and relevant rules, regulations, and quality standards.
- Read and understand project scope, specifications, and drawings.
- Take measurements and perform calculations.
- Experience in Lean Construction principles and project sequencing.
- Knowledge of construction trades, project controls, and industry best practices.
- Ability to read and understand project scope, specifications, and drawings.
- Has a comprehensive understanding of safety protocols and regulations.
- Ability to work well in a team environment that promotes inclusiveness and proactive communication among team members.
- Diligent in reviewing project details and identifying potential issues early.
- Excellent time-management and organizational skills; the ability to think and plan ahead, prioritize and meet deadlines.
- Capable of adapting to changing project conditions and managing multiple responsibilities in a fast-paced environment.
- Able to work independently and as part of a team, with a creative approach to problem-solving and improvements.
- A creative mind with an ability to suggest improvements.
- Ability to use computer, phone, tablet to take photos and perform inspections.
- Familiarity with construction management software, basic Microsoft Office and Google software.
- Ability to manage emails.
- Good communication skills with the ability to participate in meetings, including safety meetings and toolbox.
- Relay information clearly and professionally.
- Delivers quality work in an efficient manner.
- Ability to work independently under pressure and complete tasks with minimum supervision.
- A creative mind with an ability to suggest improvements.

### **Working Conditions**

- Working on an active construction site, mainly outdoors, working in any weather conditions.
- If not local to the project area, travel required with overnight stays.
- Ability to work long hours.
- Lifting, carrying, walking the sites including up/downstairs required daily.
- Capable to lift or move up to 50 lbs occasionally.

### **Employee Responsibilities**

- Must have own transportation getting to and from the project.
- Must have CSA steel-toed safety boots.
- Must have own tool belt & general tools.

### **Measures of Performance**

- Model to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.

- Complete all assigned tasks in a professional and detailed manner.

### **Employee Review**

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management’s authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company’s needs. I have been given a copy of this description.

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**Employee’s Signature**

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**Date**

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**Manager’s Signature**

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**Date**