

Position Profile

Job Title: Project Laborer – Carpenter

Reports to: Project Superintendent

Scope

The Project Laborer Carpenter role is critical to Anderson Burton's operations and project success. This role is responsible for handling many physically demanding tasks on the construction site. The Project Laborer-Carpenter will work directly with the Project Superintendent with numerous duties from building and erecting to cleaning and preparing job sites for building or repairing to ensure debris is properly removed, building scaffolding and other temporary structures, operating and maintaining equipment and digging trenches. Lastly, the Project Laborer-Carpenter will ensure that all projects are executed in a manner that exemplifies Anderson Burton's mission, vision, and core values.

Primary Responsibilities

- Installs foundations, walls, floors, ceilings, and roofs using materials such as: wood, steel, metal, concrete, plastics, and composites of multiple materials.
- Fits and installs window frames, doors, door frames, door hardware, interior and exterior trim using a carpenter's level, plumb bob, and laser levels.
- Erects scaffolding and ladders for assembling structures above ground levels.
- Studies specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.
- Shapes or cuts materials to specified measurements, using hand tools, machines, or power saws.
- Follows established safety rules and regulations and maintaining a safe and clean environment.
- Builds or repairs cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, hand tools, or power tools.
- Assembles and fastens materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.
- Removes damaged or defective parts or sections of structures and repair or replace, using hand tools.
- Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Moves necessary materials around jobsite as assigned.
- Cleans up worksite debris.

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- Operate a variety of hand and power tools, including drills, forklifts, skid loaders and other tools as directed by management.
- Clean and prepare construction sites as needed, including erecting scaffolding, removing, and properly disposing of debris and waste materials, and digging trenches.
- Shovel materials to and from construction areas, including asphalt and dirt.
- Follow all safety procedures on the job site and report violations immediately to management.
- Maintain a safe and clean job site by handling materials and storing them properly, picking up and removing all tools and equipment when not in use, and securing the job site on a daily basis.
- Load and unload construction supplies from trucks both manually and with the use of equipment.
- Assembling and breaking down barricades, temporary structures, and scaffolding.
- Assisting contractors, e.g. electricians and painters, as required.
- Report incidents immediately to safety director, foreman or HR in accordance with incident reporting procedures established by the company.
- Travel out of town to work on remote job sites as directed by management.

Requirements

- One or more years of experience in construction
- Ability to travel out of town during the week or on weekends
- Ability to lift heavy equipment
- Ability to work in a fast-paced environment
- Must be able to do physical labor and other strenuous physical tasks
- Ability to work in all weather
- Workers must be punctual and reliable

Position Type and Expected Hours of Work

This is a variable, Non-Exempt position. Days and hours of work vary by project.

Travel

This position requires some travel. Frequently travel is outside the local area and overnight.

**The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the Company by the President.*

Signatures

This job description has been approved by all levels of management:

CFO: _____

HR: _____

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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