



## Carpenter

### *Position Description*

#### **SUMMARY**

*Provide self-performance of a varied scope as it relates to structural, rough and finish carpentry. Ability to perform overall and general maintenance tasks of Rockford Construction properties. Reporting and communication.*

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- ✓ Rough carpentry including framing walls, bulkheads, blocking, stringer layout, involving wood and metal construction.
- ✓ Finish carpentry including wood base, jambs, casing, hinge pockets, wood door installations, window installations, side-lites.
- ✓ Base and wall cabinet, pre-fabricated, and custom countertop installations.
- ✓ Door hardware installation including handsets, door closers, kick plates, panic bars, and sweeps.
- ✓ Miscellaneous hardware installation including bathroom partitions, handicap railings, and wall mounted accessories.
- ✓ Steel door installations including hollow metal and knockdown frames.
- ✓ Drywall hanging and repairs ready for final finish.
- ✓ Acoustical ceiling installations including grid and cutting and installing pads and use of a laser.
- ✓ Perform basic electrical, plumbing, HVAC, and mechanical duties necessary for routine maintenance.

#### **QUALIFICATIONS**

- ✓ Familiarity with all MIOSH and OSHA requirements related to assigned tasks.
- ✓ Maintain yearly ten hour MIOSHA training as provided by Rockford Construction.
- ✓ Maintain 1<sup>st</sup> Aid Certification.
- ✓ Understand contractual relationships at jobsite to maintain the scope of work and its execution.
- ✓ Ability to follow instructions.
- ✓ Perform other duties as assigned.

#### **EDUCATION and/or EXPERIENCE**

- ✓ 3 – 5 years of experience working within a high-visibility customer service or administrative support role.
- ✓ High school diploma.

#### **COMMUNICATION SKILLS**

- ✓ Must have excellent communication skills, both verbal and written.

#### **COMPUTER SKILLS**

- ✓ Perform basic computer functions including E-mail, Excel, Word, and Project.

#### **REPORTS TO:**

VP of Trades

Project Manager of Trades