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## LEAD CARPENTER

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### JOB RESPONSIBILITIES

- Construction/Carpentry Labor
- Job-site supervision, protection, and cleanliness
- Supervision and Scheduling of Subcontractors
- Scheduling of Inspections
- Material Takeoffs and Orders
- Customer satisfaction
- Maintenance of Job Site Paperwork

### ABOUT US

We provide remodel design, custom cabinetry, and remodeling services (specializing in kitchens, baths, basements, and additions). Our mission to our clients is to exhibit honesty, integrity, and excellence in all that we do. We seek to continually improve our ability to meet their needs and exceed their expectations at every opportunity. Our mission to our team members is to provide a work environment that treats you fairly, with respect and dignity, thereby allowing you to give your best effort to your work. Accomplishing our mission will allow us to be a successful company, staffed with successful individuals, conducting business with happy and loyal customers.

### SPECIFIC DUTIES

Carpentry Labor: You are responsible for:

1. Knowing and understanding all plans and specifications.
2. Getting answers to questions when plans and specifications are unclear
3. Completing all work related to carpentry and other work generally done by this company. Such as:
  - a. Framing
  - b. Exterior trim
  - c. Install windows and doors
  - d. Install siding of all varieties
  - e. Install interior doors
  - f. Install interior trim of all varieties
  - g. Install cabinets
  - h. Install and hook up appliances
  - i. Install hardwood floors
4. Having all the tools required for proper installation of the above-mentioned tasks.
5. Supervising all work done by other employees to ensure conformance with company standards and specifications.

Job Site Supervision: You are responsible for:

1. Completing a Planning Time designed for reviewing job documents and checklists.
2. Doing an inspection of existing conditions to determine if there is damage not covered in the contract.

3. Creating and maintaining a project schedule designed to complete the job on budget and meeting any commitments made during the sales process. If this cannot be done it is your responsibility to inform your Production Manager or the Sales staff.
4. Participating in a Pre-Construction Conference before each job.
5. Creating a working environment that brings the best out in other employees and that uses time as efficiently as possible.
6. Installing all dust, safety, and security protections before any work is started on the project.
7. For enforcing all company policies regarding safety, language, drugs, drinking and smoking. If someone violates these policies, it is your responsibility to report them to your supervisor.
8. Enforcing all company safety policies and provide safe conditions for both workers and clients.
9. Not performing any work not in the contract unless authorized by a signed Change Order.
10. Unlocking the job site at the beginning of each day and securing the property at the end of the day.
11. Being available during working hours to answer questions regarding the site from anyone on the site.
12. Protecting the client's property from theft, damage, or weather related loss.
13. Protecting any items that will be reused or cannot be removed from the construction area, such as cabinets, bushes, or pool tables.
14. Installing and maintaining a company job sign in the front of the job.
15. Removing large quantities of debris on a weekly basis or as needed.
16. Never using a client's property or tools.
17. Following through on the completion of a job, even after you have left it to start another.
18. Participating in the Final Completion Walk Through meeting and completing items on the list with-in 5 working days unless otherwise noted.

Customer Satisfaction: You are responsible for:

1. Daily communication with the client about schedule, cleanliness, changes, and any other concerns.
2. Keeping the job clean on a daily basis.
3. Getting answers to client's questions and concerns promptly.
4. Writing and presenting Change Orders promptly.

Supervision and Scheduling of Subcontractors: You are responsible for:

1. Calling subcontractors two weeks before they are needed on the site for pre-scheduling.
2. Calling subcontractors one week before they are needed to confirm schedule and to discuss the work.
3. Calling subcontractor 48 hours ahead of the time they are needed to confirm the schedule.
4. Being prepared for the subcontractor on the day they are scheduled. If not, you are responsible for giving them at least one weeks' notice.
5. Providing each subcontractor with information concerning the job before they arrive to facilitate a smooth beginning once they arrive.
6. Providing the sub with accurate paperwork such as revised plans and specifications.
7. Answering any questions they have on the site concerning layout or specifications.
8. Checking each subs work when they are finished to ensure completeness and conformance with their contract.
9. Authorizing payment of subcontractor by the office.
10. Either cleaning up of ensuring that the subs clean up.

Inspections: You are responsible for:

1. Knowing the process of getting an inspection in all jurisdictions in which we work.
2. Scheduling and monitoring the inspection of all phases of working including the final.

3. Be on site when the inspector arrives, accompanying them in the inspector, and dealing with issues that arise.
4. Staying as current as possible on codes that effect your work.

Material Management: You are responsible for:

1. Completing a material takeoff of all materials during the Planning Time for each job. List will specify the material, the amount, and the use.
2. Using the material list order materials 48 hours in advance of need so that material is delivered to the site or schedule pick up of material.
3. Ordering the proper amount of materials to ensure that trips to the supply store during the working day are limited to one every two weeks.
4. Receive material deliveries, sign receipts, and check to ensure proper quantities and quality.
5. Returning undamaged materials that cannot be used at the first available time.
6. Storing materials in a way that reduces damage after they are delivered to the site.
7. Checking the status of special orders at the beginning of each job. If they have not been ordered you are responsible for getting them ordered in enough time to ensure installation according to the schedule.

Maintenance of Job Paperwork: You are responsible for:

1. Completing the Daily Job log.
2. Completing your time card daily and submitting to office by noon on Friday.
3. Completing the daily Schedule form.
4. Submitting all receipts of purchased or delivered items every Friday.
5. Completing the Change Order Estimating form and Change Order form for all changes made to the contract. These must be turned in every Friday.

COMPENSATION:

\$18-\$25, depending on experience

Mileage reimbursement

Paid Time Off after 6 months

TO APPLY

To be considered for this position, please email [employment@carterspokane.com](mailto:employment@carterspokane.com) with a cover letter and resume including comprehensive work experience and references. Applicant must be able to perform all job duties listed and have the experience to back it up. Qualified applicants will be contacted for an interview and skills assessment.