

## **LEAD CARPENTER/FOREMAN JOB DESCRIPTION**

Definition: A lead carpenter/foreman is defined as a craftsman with extensive skill and experience level, able to manage job sites with multiple employees and trade contractors.

### **Knowledge**

Extensive knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, safety and applicable building codes.

Must be proficient at “blueprint” reading.

Able to do layout, framing, finishing of typical projects, including new homes, room additions, and remodeling.

Possesses the ability to draw appropriate sketches to communicate details to employees, and others.

Possesses mathematical skills and analytical skills necessary to do material and labor estimates.

Mathematical skills and analytical skills necessary to interpret job cost reports.

Ability to recognize when materials are needed and to make a request for such materials to prevent scheduling issues, and keep project moving in timely fashion.

If any problems or concerns arise, must know who to go to, which would be AB & JR Hodgkins project manager.

### **Interpersonal and Communications Skills**

Able to clearly explain steps, provide clear directions, and answer questions about construction processes to employees and subcontractors.

Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during project, and permit prompt resolution of problems and conflicts as they occur.

### **Organizational Skills**

Able to organize progress of multiple employees and trade contractors on a single jobsite.

Able to quickly identify potential schedule conflicts and generate and implement needed modifications.

Able to complete and fulfill paperwork required for purchase orders, and time sheets.

### **Problem Solving**

Job requires that alternative solutions are quickly generated to resolve scheduling conflicts, project delays, and design modifications.