

**MILLER ARCHITECTS &
BUILDERS, INC.**

**JOB
DESCRIPTION**

Job Title:

Carpenter/Foreman

Reports To: Supervisor of Project
Superintendents

FLSA STATUS:

Non-Exempt

Summary: Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes, by performing the following duties. Directs activities of workers concerned with construction of buildings, or other construction projects by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

CARPENTRY Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework and trim. Install glass in windows, doors and partitions. Replaces damaged ceiling tile, floor tile and wall coverings. Installs items such as window shades, venetian blinds and curtain rods, wall fans and door locks for tenants. Provide other construction skills as necessary and as directed by the Superintendent.

DOCUMENTS Study the drawings and specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction. Review with your Superintendents any comments and questions you have before construction starts.

SUBCONTRACTS Thoroughly read and understand the drawings, specifications and subcontract agreements as furnished. During the project, review each subcontractors work to ensure compliance with drawings and specifications. Notify the Superintendent of any discrepancies between documents and work, either prior to during or after installation. At the Superintendent's direction, take steps to correct such discrepancies.

QUALITY CONTROL Enforcement of quality control is the first priority on the project. Refer subcontractors to General Conditions portion of Miller Architects & Builders subcontract agreement. As directed by Superintendent.

DELIVERIES Immediately check all delivered materials for defects and quantities prior to signing any delivery tickets. Send all damaged material(s) back and adjust quantity discrepancies on the delivery ticket. The driver must sign a Purchase Order or some form noting the returned material(s). DO NOT let the driver leave before this is done.

PURCHASING Purchase materials as directed by the Superintendent. Call at least two(2) places for quotes before buying.

CLEANLINESS Maintain a clean and organized (safe) jobsite and job trailer at all times. Utilize the Warning/Dismissal Notice to issue a written notice to subcontractors who fail to follow your verbal order to place their debris in the area provided.

SAFETY Notify subcontractors verbally of unsafe acts or situations and follow it up in writing on the Warning/Dismissal Notice form. See the Special Conditions of Miller Architects & Builders subcontract agreement.

LABOR Monitor all personnel on the jobsite. Do not hire or allow any personnel to be on site that are not direct employees of Miller, without properly filled out forms, or personnel that are not in a subcontractor's direct employee and control.

PROFESSIONALISM Maintain professional conduct and appearance with Owner, Architect, Engineers, Inspectors and General Public and wear the required uniform shirts while on the jobsite.

OTHER Confer with supervisory personnel and labor representatives to resolve complaints and grievances within the work force.

Inspect work in progress to ensure that workmanship conforms to specifications and adhere to

construction schedules.

Direct workers hired for major maintenance or reconditioning projects for existing installations.

Construction trade skills will be required to be performed after all supervisory, office and other tasks are done.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; or ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to subcontractors, clients and other employees of the organization.

Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several predictable variables in standardized situations.

Computer skills To perform this job successfully, an individual should have knowledge of Internet Software.

**Certificates, Licenses,
Registrations** Maintain a valid

driver's license.

Other Skills and Abilities Ability to read and thoroughly understand architectural drawings and specifications.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

Transportation: This position requires traveling.

Personal vehicles are required for transportation to and from job sites which are frequently out of town. Airplane travel will be used for projects in states outside of Minnesota, Wisconsin, Iowa and South Dakota. (based on feasibility).

Overnight stays at job sites may be required for projects that are more than 100 miles from our office.

Rotation of project assignments from in town to out of town will be used as much as possible.