

# KIKIAOLA CONSTRUCTION COMPANY

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Builders, Old Building Specialists, Electricians, Drafting Services, Property Maintenance  
Site Work, Structure Moving and Lifting, Heavy Equipment Services  
Contractor's License Number BC-20520

## Lead Carpenter

Employee with extensive construction skill and experience level, able to manage job sites with multiple employees and specialty trade subcontractors.

**Reports To:** Production Manager  
**Assists:** Department Heads  
**Pay:** commensurate with ability and local conditions  
target \$20 to \$25 per hour

### Qualifications

- High School Diploma with 5 plus years experience in Residential & Commercial Construction.
- Construction supervisory experience.
- Current Hawaii Driver License
- Vehicle, properly licensed and insured
- Must be able to drive to job sites and office as required.
- Drug Free

### Attitude

- Flexible, Trainable
- Clean
- Honest
- Prompt and Timely
- Entrepreneurial

### General Knowledge

- Extensive knowledge of residential and commercial construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, safety and applicable building codes.
- Proficient at blueprint reading.
- Able to do layout, framing, finishing of typical projects, including new homes, room additions, and remodeling and renovation.

Job Description:

**Lead Carpenter**

- Ability to communicate details to employees, owners and subcontractors.
- Mathematical skills and analytical skills necessary to do material estimates, interpret job cost reports, calculate progress billings and markups.

**Interpersonal and Communications Skills**

- Able to clearly explain steps, provide clear directions, and answer questions about construction processes to employees, owners 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. These include the Owners, Architect, Inspectors, Lenders, Reporters, and Company Management.

**Organizational Skills**

- Able to organize progress and scheduling of multiple employees and trade contractors on a job site.
- Able to quickly identify potential schedule conflicts and generate and implement needed modifications.
- Able to complete and fulfill paperwork required for material orders, and time sheets.
- Able to keep job sites clean and orderly

**Problem Solving**

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

**Working Conditions and Physical Requirements**

- 90% of time is spent working at job sites. Dust, debris, insects and other vermin often present
- Substantial driving is required.
- Job requires ability to perform tasks on all areas and aspects of construction project. Specifically, the ability to work with tools, lumber and materials. Ability to lift and manipulate objects of up to 75 lbs, and to bend, climb, and crawl

**Hazards**

- Normal hazards associated with construction environment.

### **JOB FUNCTIONS:**

- **Visit job site** and make independent analysis of job, best job methods, etc.
- **Prior to start of Job**, review plans, contract, scope of work, estimate, schedule, organization of job (phases/cost codes) and other relevant documents. Discuss Job with Estimator and Production Manager to develop a job execution plan. With Production Manager and/or Estimator, meet with Owners to review job.
- **Attends, and Participates in, Meetings** with Owners, Architects, Inspectors and Company Managers. Meetings will range from pre-construction meeting(s), job progress and billing meetings, telephonic conferences covering specific subjects and other similar meetings. Many will be held away from job site.
- **Review material list provided by Estimator.** Adjust or complete as necessary. Place order with suppliers for materials not already ordered. Adjust again for availability, cost, time constraints, or other factors.
- **Follow up on long lead orders.** (Estimator or Production Manager will usually order long lead items.)
- **Receive, uncrate, verify deliveries of materials, equipment.**
- **Schedule and assign labor, material and equipment resources** in coordination with Production Manager.
- **Efficiently manage equipment, labor and materials**, providing direction, priority, and control.
- **Quality Control.** Insure that the quality of product being built meets or exceeds the standards by which the job was bid or negotiated.
- **Job Schedule.** Maintain job schedule with-in budget. Production Manager should be informed of any slippage, or anticipated delays in the job schedule.
- **Call and arrange for building and or other inspections** as required.
- **Prepare and submit Daily Time Sheets and Job Log**, properly coded, for labor and equipment. Job Log shall include any problems encountered, injuries, communication with owners, and other information so directed by Production Manager.
- **Initiate Change Orders** (Additional Work) when scope of work changes (additive or deductive). Change Orders should be written, and clearly define the additional work, or the work being deducted. Lead Carpenter should immediately consult with Production Manager to determine cost / contractual changes. Lead Carpenter is responsible for obtaining Owners signature on the change order.

Job Description:

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- **Sub-Contractors.** Most sub-contractors will be selected by the Estimator or Production Manager. Lead Carpenter is responsible for scheduling and understanding subs' scopes of work and contracts, and shall schedule, manage, and ensure proper execution of sub-contractors' work. Lead Carpenter is responsible for subs' appropriate behavior on the job site.
- **Job Site Organization & Cleanliness.** Proper storage of uninstalled material, and work-in-progress from weather, vandals, pilferage, or other causes. Job site cleanliness and timely removal of rubbish and debris.
- **Protection of Owners Property.** As a General Contractor, the Company will legally have control and responsibility of the job site. Besides protecting our product and materials, we are responsible for some or all of the Owners property under our control. The Lead Carpenter will insure that the Owners property is secured, protected, and left in a safe manner at the end of each work day.
- **Invoicing and Collection of Payments.** In coordination with the Production Manager, you may be asked to develop progress billings, deliver customer invoices and collect customer payments according to the contract terms.
- **Work place environment.** The workplace shall operate professionally. Radios should be played quietly, if at all, competing stations not allowed. Foul, intimidating, or abusive language is not to be tolerated. Smoking is restricted to non-working time, and smokers kept responsible for butts and fire safety in their activity. Absolutely no alcohol or illegal drugs, even if offered by the Owner, are permitted to be consumed by employees, sub-contractors, or others under the supervision of the Company, on the job site.
- **Dust and Environmental Protection.** Adequate dust protection is one of your most important jobs. Keep all dust and dirt under control as much possible. Broom-clean the job site and remove trash appropriately. Supervise cleaning services when applicable. Protect the surrounding environment from runoff, fugitive dust, and other pollution from job site. Recycle where possible.
- **Job Site Safety.** Conduct weekly safety meeting on topic assigned by Production Manager. If topic not provided, or other topic is more urgent, Lead Carpenter shall substitute with a more pertinent subject. Lead Carpenter shall report topic, attendance, and date of presentation on Daily Report. You are responsible for Job and Employee Safety for the owner and our workers and the company. Insure wearing of appropriate safety gear, goggles, and steel-toed work shoes where necessary. Be sure that the job conditions encourage safety. Monitor both company and individual equipment for proper safety features and use, and inform the production manager of any unsafe conditions. Write and submit accident reports. Participate in post accident investigations truthfully and honestly.
- **Uphold and Support House Rules.**