

## **Job Title: Master Carpenter**

### **Summary:**

*Supervise and coordinate activities of workers engaged in construction, installation and repair of wooden structures and fixtures by performing the following duties.*

### **Duties:**

- *Examine blueprints to determine dimensions of structure.*
- *Lay out floorplan and cabinet work.*
- *Select materials and structural units, such as lumber, prefabricated doors and cabinets of wood or plastic, and paneling, and inspect them to ensure conformance with provisions of building code and local ordinance.*
- *Determine sequence of activities concerned with fabrication, assembly, and erection of structure.*
- *Assign workers to such tasks as cutting material to size, building concrete forms, erecting wooden framework and laying flooring.*
- *Inspect work performed by subcontractors, including ductwork, wiring and pipe installations to ensure conformance with specifications.*
- *Install doors, build stairs and lay hardwood floors.*
- *Supervise workers engaged in building timber structures such as fcofferdams, trestles and supports for concrete forms.*
- *Make cost estimates for contracts.*
- *Study production schedules and estimate worker hour requirements for completion of job assignments.*
- *Interpret company policies to workers and enforce safety regulations.*
- *Establish or adjust work procedures to meet production schedules.*
- *Recommend measures to improve production methods, equipment performance and quality of product.*
- *Suggest changes in working conditions and use of equipment to increase efficiency of work crew.*
- *Analyze and resolve work problems, or assist workers in solving work problems.*
- *Initiate or suggest plans to motivate workers to achieve work goals.*
- *Maintain time and production records.*
- *Estimate, requisition and inspect materials.*
- *Set up machines and equipment.*
- *Perform activities of workers supervised.*

### **Physical Demands:**

*While performing the duties of this Job, the employee is regularly required to walk, use hands and arms, stand, kneel, crouch or crawl. The employee will be required to lift objects weighing up to 80 pounds. The noise level in the work environment is usually moderate.*

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**Employee Acknowledgement:**

*I, \_\_\_\_\_, the employee, have reviewed this document and discussed its contents with my manager. My signature means that I have been advised of my job duties and fully understand the duties expected of me.*

*Employee Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Manager Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_