

## **CONSTRUCTION DIVISION CARPENTER**

**FairTradeWorks** is a construction service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects to heritage A restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Construction Division Carpenter is responsible for the full range of rough and finished skilled carpentry work as well as various project specific multi-skilled tasks. This employee will be able to work from blueprints, specifications, drawings and instructions to design, build, remodel, retrofit, maintain and repair various types of facilities and structures. Inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations. Inspect related work by contractors estimate cost, time and materials for carpentry projects.

Please visit our website for further information - [www.FairTradeWorks.biz](http://www.FairTradeWorks.biz)

### **Responsibilities & Duties:**

- Blueprint reading, layout and planning of the day-to-day work to perform specific carpentry and site related assignments
- Performing standards of workmanship that meet the project's requirements that are consistent with **FairTradeWorks** standards and industry best-practice
- Maintain project safety standards in accordance to **FairTradeWorks** and WorkPlace Safety and Insurance Board standards
- Working with the team members to accomplish the work, including project completion related tasks and deficiency items
- Complete independent repairs to drywall, millwork, paint, finishing carpentry & other outstanding job site issues
- Maintaining tools, cords and equipment so that they are kept in good working order and are safe for use
- Maintaining the work area(s) in a clean and orderly manner on a continuous basis;
- Coordinating the work with the Advisor, and others that are involved in the process, and providing comprehensive updates on project progress
- Creating lists of materials, supplies, specialty tools and equipment (proactively) that are needed to perform the work
- Consistently reporting for work on time and in appropriate attire;
- Participating in training and other forms of development to strengthen technical, safety and supervisory skills
- Keep projects safe and clean and ensure all trades do the same
- Organize workflow to meet deadlines and expectations
- Direct and supervise workers, sub-trades and other relevant building professionals as required
- Study job specifications to determine appropriate construction method
- Oversee workers who complete specific pieces of the project (i.e.: painting, plumbing, etc.)

- Requisition supplies and materials to complete construction projects
- Take actions to deal with the results of delays, bad weather, or emergencies at construction sites
- Consult with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems
- Plan, organize, and direct activities concerned with the construction of structures, facilities, and systems
- Investigate damage, accidents or delays at construction sites, to ensure that proper procedures are being followed

**Requirements & Qualifications:**

- Minimum of 3-5 years of direct experience and a solid working knowledge of the specific work that is being constructed (i.e.: framing, finish carpentry, drywall etc.)
- The ability to read blueprints and specifications, to create material lists and to fill out time cards and other minor record keeping tasks
- Interpersonal competencies that include a drive for results, the need for closure, effective oral communication skills, organization, planning, trust, respect, and being dependable
- Must have current and valid driver's license with clean driving record;
- Must have a reliable vehicle and be able to transport his own hand tools as well as company power and air tools

**Other Skills and Abilities**

Integrity and high commitment are essential in this position. Must have superior organizational and problem-solving skills, as well as leadership experience.

**Language Skills:**

Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and other professionals. In addition, this employee will have to have above average negotiation skills.

**Mathematical Skills:**

Above average mathematical skills are necessary for this position along with report compilation.

**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 concrete variables in standardized situations.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities are required by this job including close vision.

**Education and/or Experience:**

Post-secondary diploma is an asset, as are experience in a fast-paced environment with multiple competing deadlines, experience in sales/networking, quick decision-making and excellent written and verbal skills. Hands-on experience working with project management/estimation software is important.

**POSITION COMPETENCIES**

- Creativity/Analytical Skills
- Enthusiasm/Ambitious
- Analytical Skills
- Flexibility/Adaptability
- Problem Solving/ Sound reasoning skills
- Team Skills
- Organizing/Planning Ability
- Business acumen
- Team Player and Strong Leader
- Passion for Construction
- Excellent communicator & Honest and straight forward
- Quick thinker/Fast mover
- Extremely hard working and self-driven

#### **WORKING CONDITIONS**

- Appearance must always represent the company image
- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity
- Follow specific corporate policies, procedures, rules and regulations without question
- Educate on and enforce **FairTradeWorks** brand expectations daily
- Find a positive, swift and cost-effective solution to all problematic situations and daily hurdles
- Fast learner

**REPORTS TO:** Advisors, Construction Operations Supervisor, President

**Additional Duties:** *This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.*