

**Assistant Carpenter  
Design/Build Remodeling  
Seattle Operations  
Job Description  
June 2013**

The Assistant Carpenter is directly responsible to his/her Project Manager. This person will work in compliance with Neil Kelly Company established standards for paperwork and processes, and customer, trade contractor and vendor relationships.

**Primary Responsibilities**

The primary functions of this position include but are not limited to:

- 1) Carpentry Labor, job clean-up, job safety;
- 2) Protecting customer's property from undue dust and debris. Providing customer security by locking up each day and making sure no hazards are left that could cause injury to customers, their pets or property;
- 3) Performing all the necessary labor on the job as directed by the Carpenter or the Project Manager;
- 4) Knowing and understanding all job related paper work, ie. permits, plans, change orders and specifications;
- 5) Assisting the Carpenter toward meeting the specifications of the Neil Kelly Company contracts with our clients and subcontractors.
- 6) Checking all materials for quality and accuracy as it arrives at the job site, pickup and delivery of materials;

**General Requirements**

Each Construction department employee is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, stooping, squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over his/her head, and occasionally lifting up to 75-90 pounds over his/her head. Job site situations vary greatly. Carpenters may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

Carpenters are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Carpenters are expected to meet all Neil Kelly Company and WISHA safety requirements, including supporting the Neil Kelly Drug-Free Workplace policy. Specifics are outlined in the company's Safety Policy. As an extension of our

commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

Each Construction department employee is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies. Carpenters receive an hourly tool stipend based on the power tools they carry.

Each Construction department employee is expected to provide her or his own vehicle in which to transport tools, equipment, and some materials to and from job sites. This vehicle is to be a pickup truck or utility type van. Carpenters receive mileage per company policy. Neil Kelly carpenters will be eligible to participate in the company's vehicle decal program. Details will be provided to you from our immediate supervisor.

Regular travel between offices and to job sites is also required. S/he will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position.

The ability to work as a member of a team is a requirement for the Carpenter. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Carpenter will be expected to be a full participant on his or her team.

Carpenters are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.