

**Carpenter II
Design / Build Division
Job Description
June 2016**

A Carpenter II is defined as one who substantial carpentry skills but does not meet the journey-level standards of the Carpenters' Union. The Carpenter II is actively working toward meeting those standards. The Carpenter II will be a member of the Carpenters' Union. Neil Kelly Company employs only Union Carpenters and Apprentices. Work hours and benefits are outlined in the Carpenters Union Contract.

The Carpenter II is directly responsible to his/her Project Manager and typically works under the supervision of a lead journey-level or master carpenter. This person will work in compliance with Neil Kelly Company established standards for paperwork and processes, and customer, subcontractor 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) Learn and understand the installation standard for windows, doors, interior finish materials and cabinetry as per Neil Kelly guidelines and be able to show proficiency.
- 4) Learn and understand all job related paper work, ie. permits, plans, additional work orders, and specifications to demonstrate proficiency.
- 5) Assist the Lead Carpenter and Project Manager in meeting the specifications of the Neil Kelly Company contracts with our clients and subcontractors.

General Requirements

Each Construction department employee (which includes Carpenter II) 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. Carpenter II may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

Carpenter II employees are expected to maintain a current First Aid/CPR card. Classes are provided by the Neil Kelly Company. Carpenter II employees are expected to meet all Neil Kelly Company and OSHA 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 (which includes Carpenter II) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

Each Construction department employee (which includes Carpenter II) 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, the use of the Remodel division Truck and Van Signs Policy is encouraged. 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 II. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Carpenter II will be expected to be a full participant on his or her team.

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