

**Apprentice Carpenter**  
**Property Restoration Division**  
**Job Description**  
**July 2016**

An Apprentice is defined as one who is actively enrolled in a state approved Joint Apprenticeship Program designed to provide-on-the job and related classroom training sufficient to permit a person to meet the minimum uniform standards of a qualified Journey-Level Carpenter. Expected hours of work are put forth in the Carpenter's Union Contractual Agreement.

The Apprentice 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, subcontractor and vendor relationships.

**Primary Responsibilities**

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

- 1) Carpentry labor and general labor, job clean-up, job safety;
- 2) Learning and understanding all job related paper work, ie. permits, plans, change orders and specifications;
- 3) Checking all materials for quality and accuracy as it arrives at the job site, pickup and delivery of materials;
- 4) 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;
- 5) Performing all of the necessary labor on the job as directed by the Journey level Carpenter or Project Manager;
- 6) Assisting the Journey level Carpenters toward meeting the specifications of the Neil Kelly Company contracts with clients;

**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, walking, stooping, squatting, pushing, pulling and hauling. Each Construction department employee must be able to work inside and outside, on uneven surfaces; concrete, dirt, finished floors, etc. Apprentices work on ladders and roofs, under structures, and in other physical situations. They will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over their head and occasional lifting of up to 75-90 pounds over their head. Job site situations vary greatly.

Apprentice Carpenters are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Apprentice Carpenters 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, Neil Kelly Company is a B Corporation. B Corp requirements include attention to the environment and sustainability, our communities, and in our internal dealings. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related trainings and activities as directed by management.

Each Construction department employee is expected to supply and maintain her/his own power and hand tools according to Neil Kelly Company standard tool and safety policies. Neil Kelly has a tool reimbursement policy which provides an hourly stipend based on the Apprentice having tools from an approved list.

Each Construction department employee is expected to provide her/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.

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

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