

Carpenter

Roles and Responsibilities

A Carpenter is a construction professional who works with construction crews to build, adjust, and repair wood/brick and steel frameworks in various construction projects. They work with their hands, using tools to build that last a lifetime!

Roles include:

- Read blueprints, drawings, and sketches to fully grasp requirements.
- Take measurements and calculate the size and amount of material needed.
- Cut, shape and smooth lumber and other material according to measurements.
- Build window frames, doors, staircases, and frame buildings by using raw materials or pre-constructed items.
- Lay out floorings, roofing's or drywalls ensuring they are levelled and compatible.
- Carve and assemble furniture, cabinets, shelves, and other items and install them where designated.
- Inspect places and conduct repairs or maintenance.
- Build scaffolding and other construction structures.
- Install items where designated.
- Labour
- Install skirting's, architraves, door jambs and doors.
- Demolition
- Install cladding and fibro sheets to walls and eaves.
- Formwork, laying steel and concreting.
- Cleaning
- Rubbish removal.
- Lifting and carrying materials
- Painting
- Defining project objectives, project scope, roles & responsibilities.
- Defining resource requirements and managing resource availability & allocation – both internal and third party.
- Outlining a budget based on requirements and tracking costs to deliver project on budget.
- Preparing a detailed project plan to schedule key project milestones, workstreams & activities.
- Managing delivery of the project according to plans.
- Tracking project and providing regular reports on project status to project team and key stakeholders.
- Managing and adjusting for any changes in project scope, schedule and / or budget.
- Identifying and mitigating potential risks.
- Managing the relationship and communication with the client and all stakeholders, ensuring the project is delivered to their satisfaction.
- Sending and receiving emails
- Detailing and recording conversation or minutes of meetings

Responsibilities:

- Be able to work safely for yourself and others and maintain safety standards.
- Be able to work in a team environment.
- Teach apprentices.
- Be polite.
- Conduct work in a timely manner
- Conduct work to a decent standard
- Assign and delegate task to others.
- Liaise with project management.
- Communicate with employees, trades, clients, and management.
- Be punctual.
- Have white card.
- Be licenced as a carpenter.
- Have correct tools.
- Have a driver's licence and vehicle.
- Be able to lead by example.
- Resolve issues.
- Delegate tasks
- Eliminate risks.