

LEAD CARPENTER REQUIREMENTS & EXPECTATIONS

As part of this role, your key responsibilities will encompass, but are not limited to, the following duties:

- **Oversee and execute** high-end architectural and renovation projects from inception to completion.
- **Install** structures and fixtures, including windows, frames, flooring, trim, doors, cabinetry, appliances, crown molding, and other architectural elements.
- **Prepare and submit** bi-weekly progress reports and evaluations to management.
- **Develop project schedules**, outlining logical steps and allocating time efficiently to meet deadlines.
- **Interpret and communicate** project plans, specifications, and contract terms to administrative staff, workers, and subcontractors.
- **Address and resolve** delays, adverse weather conditions, and unforeseen site emergencies.
- **Select, contract, and supervise** workers responsible for specific aspects of the project, such as painting, plumbing, and electrical work.
- **Inspect and review** work to ensure compliance with building codes, safety regulations, and quality standards.
- **Analyze job specifications** to determine the most effective construction methods and materials.



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- **Manage required documentation**, including filing permits, scheduling inspections, and ensuring regulatory compliance.
- **Identify and troubleshoot** issues, diagnose root causes, and implement corrective actions while upholding quality control standards.
- **Collaborate with clients, contractors, and design professionals** to discuss work procedures, address concerns, and resolve construction-related challenges.
- **Conduct pre-construction meetings** with homeowners and architects, as well as post-construction walkthroughs to ensure all punch list items are completed.
- **Maintain high levels of customer satisfaction**, consistently earning positive feedback and testimonials for excellence in craftsmanship and service.
- **Perform hands-on carpentry work**, including layout, framing, window and door installation, cabinetry, appliance fitting, and intricate finish work.
- **Enforce safety protocols** and maintain a clean, organized job site throughout all project phases, including demolition.
- **Effectively manage subcontractors**, such as plumbers, electricians, HVAC technicians, drywall installers, and flooring specialists.
- **Ensure successful project completion** while prioritizing homeowner satisfaction and delivering superior craftsmanship.



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