



*Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost-effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.*

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**Title: Construction Lead Carpenter**  
**Department: Construction & Development**  
**Reports to: Director of Construction Services**  
**Status: Full-Time, Hourly, Non-Exempt**  
**Revised: July 2023**

### **General Description**

The Construction Lead Carpenter works on construction projects and provides updates on their progress along the way in a timely and cost-effective manner. This position will be responsible for material planning, ordering, organization, and implementation of projects.

### **Essential Duties and Responsibilities**

- Leads and installs the carpentry scope of work on projects from conception to completion.
- Reviews the project in-depth to meet schedules and deliverables.
- Provides input for onsite and offsite construction to monitor compliance with building and safety regulations.
- Coordinates and helps direct construction workers and subcontractors.
- Selects tools, materials and equipment and tracks inventory.
- Meets contractual conditions of performance.
- Reviews the work progress on daily basis.
- Provides input on internal and external reports pertaining to job status.
- Plans ahead to prevent problems and resolves any emerging ones.
- Ensures quality construction standards and the use of proper construction techniques.
- Performs other related tasks and duties as assigned or required.

### **Minimum Qualifications and Skills**

- 5 – 8 years' experience in carpentry in the commercial industry/trade.
- Must have own tools to complete daily tasks, as well as expert understanding in using them.
- Advanced knowledge of construction processes, means, and methods.
- Expert knowledge of building products, construction details and relevant rules, regulations, and quality standards.
- Familiarity with all facets of commercial construction and trades.
- Ability to plan and see the "big picture".
- Excellent time and project management skills. (Ability to multi task and engage in multiple projects simultaneously).
- Valid and clean driver's license.
- Proficient with technology.
- Proficient with the Microsoft suite of software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 75 pounds and stand for long periods of time. While performing the duties of this job, the employee is regularly required to stand, bend, use ladders, and construction equipment. The employee is frequently required to use hands to handle or feel items such as documents and tools. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*