

Position Title:	Apprentice Carpenter	Date of Revision	June 23, 2020
EEO Job Classification:	Non-Exempt	Dept:	Field Construction
# of Direct Reports:	None	Travel:	Daily travel to jobs sites generally within a 60-mile radius of the home office.
Supervisor's Title	Project Management	Location of position:	If applicable

I. General Summary of Position

The Apprentice Carpenter is an entry-level position that exists to develop the employee into a Journeyman Carpenter through formalized education and on the job training.

II. Essential (Core Competencies) Duties

General Category #1

- Accurately measure height, width, length, and other proportions.
- Assist in material take-offs to ensure proper material selection and quantity needed.
- Work with materials such as wood, metal, plastic, fiberglass, and/or drywall.
- Utilize appropriate tools and materials to build or repair structural components.
- Join materials with nails, screws, staples, or adhesives.
- Use levels, rules, plumb bobs, framing squares, and lasers to ensure everything is level and secure.
- Assist in building and/or installing windows, roof systems, stairs, blocking.
- Assist in installing all types of ceiling grid systems (standard, slotted, and specialty products).
- Assist in Cut and install drywall with minimum waste.
- Assist installation of millwork, casework, doors and hardware, and bath accessories.
- Always exercise the proper use of PPE.
- Attend required safety training as assigned.
- Attend ABC school at scheduled times and fully cooperate and participate in all activities, assignments, and assessments.
- Must pass both written and practical exams at the end of each level.
- Learn the proper use of construction safety equipment.
- Learn the proper use and maintenance of trade specific tools.
- Regular attendance and punctuality for both classroom and on-the-job training

Other

- Other duties and projects as assigned.
- Required to adhere to all Klover policies and procedures.

III. Supervisory/ Management Requirements

NA

IV. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience:

- High School Diploma or GED from an accredited school
- Strong interest in the construction trades
- Strong commitment to working safely
- Ability to listen, learn, follow instructions
- 0 – 2 years' experience working as a construction laborer or carpenter's help or some combination of education and experience.

Preferred Education and Experience:

- Post-secondary education related to the construction trades or construction management
- Participation in a secondary trade curriculum or vocational school program focused on the construction trades
- 2+ years' experience working as a construction laborer or Carpenter's Helper

Key Competencies:

- Self-motivated to grow personally and professionally through on-going education as a result of the rate of change in the position and/or industry.
- Conscientious with customers in areas such as meeting customer needs, wants & expectations.
- Ability to successfully adapt (personally and professionally) to changes in the internal and external environment
- Ability to build a relationship with another person or group through effective communication skills (listening, speaking & behaving).
- Ability to focus on and meet target goals and objectives.
- Ability to work effectively and productively as a member of a cross-functional team
- Ability to manage one's internal states, impulses and resources.
- Ability to listen, learn, follow instructions and conform to local building codes under the supervision of a qualified Journeyman Carpenter

Work Environment:

Apprentice Carpenters work indoors and outdoors on many types of construction projects, with varying degrees of exposure to the elements. During the regular school schedule, you will be receiving instruction indoors in an environmentally controlled location.

V. Physical Requirements: *Frequency: R-Rarely (0-15%); O-Occasionally (15-50%); F-Frequently (51-100%)*

Communication	Expectation	Frequency	Working Conditions	Expectation	Frequency
	Phone	R		Sedentary (at desk large percentage of day)	R
	Copier	O		Outdoor	F
	Computer	O		Extreme Temperature Changes	F
	Fax	O		Cold Temperatures	F
	Smart Phone	F		Warm Temperatures	F
	APPs	O		Loud Noise	F
	Project Management Systems	O			
Mental Demands	Expectation	Frequency	Physical Demands	Expectation	Frequency
	Problem Solving	F		Sitting	F
	Decision Making	F		Standing	F
	Supervise	R		Lift/ Carry (<i>Up to 50 pounds required</i>)	F
	Interpret Data	F		Lift/ Lower Greater 50 pounds	F
	Organize	F		Walking / Climbing stairs/ Climbing Ladders	F
	Write	F		Driving	R
	Plan	F		Kneeling / Squatting/ Stooping/ Crouching/ Crawling	F
	Be strategic	F		Bending/ Pushing / Pulling/ Twisting	F
				Handling	F
				Gripping	F
				Hearing	F
				Balancing	O
				Fine Manipulation (Pinching)	O

				Simple / Firm Grasping	F
				Repetitive Hand/ Wrist Activities	F
				Operate powered equipment forklift/ skid mover/ Other	O
				Gross Manipulation	F
				Reaching (Above/ below shoulder)	F
				Talking	F
				Operates foot controls	O
				Dexterity of Hands (Operates hand controls)	F

Physical Requirements Continued

- Due to the physical nature of the position, employee must have full dexterity of their hands and arms.
- Employee must be able to see objects close and far away
- At times, multiple sounds can be heard as employee is working on job, employee must have the ability to focus on the sound in particular that is associated with the task they are completing. Employees with any sort of hearing impairment would not be considered fit for duty to perform this position.
- Due to the safety sensitive nature of the position, at all times, employee must be fit for duty and not report to work under the influence of a mind altering or performance altering substance. At no time, should employee be found to be possessing or using a mind or performance altering substance while performing any Company task.

V. Company Standards

- The employee will represent the Company in a positive, professional manner with fellow employees and within the communities served.
- The employee will encourage and maintain teamwork throughout the company and will communicate all pertinent information in a timely and effective manner.
- The employee will endeavor to maintain our integrity by embracing high ethical standards and adhering to company policies.
- Consistently demonstrates Company's Guiding Values of Quality, Customer Satisfaction, Integrity, Teamwork, and Community.



VI. Acknowledgement

Position duties and expectations change over time. This job description is not intended to be an all-inclusive, exclusive or exhaustive list of the job functions that an employee in this position may be asked to perform from time to time. The employee may perform other related duties as assigned to meet the ongoing needs of the Company. If there is ever a time that you are unsure what is expected of you, you are expected to meet with your manager and ask questions. If you are unsure how to perform a certain task, ask your manager before performing.

My signature indicates that I have reviewed, agree and understand what is expected of me and understand that if I am unsure what is expected of me that I will speak with my manager.

Klover Contracting Inc. expressly prohibits any form of workplace harassment of any kind. Klover is committed to providing equal employment opportunities and employing an inclusive and diverse workforce.

Klover Contracting, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Klover Contracting, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment.

Employee Print Name

Employee Signature

Date

Prepared By: Human Resources	Date:
Reviewed By:	Date:
Approved By:	Date: