

Orren Pickell Building Group, LLC
Job Description
TRIM CARPENTER

Job Title: Trim Carpenter
Division: Carpentry
Reports To: Carpentry Foreman
FLSA Status: Nonexempt
Prepared By: Tina Pickell
Prepared Date: 3/25/2014; latest revision April 2021
Approved By: Lisa Pickell
Approved Date: April 12, 2017

SUMMARY OF POSITION:

A Trim carpenter, also called a finish carpenter, is specialized craftsman who installs millwork, molding and trim of windows, doors, baseboards, crown molding, mantels and other ornamental pieces. A trim carpenter installs cabinetry and some fixtures as required. Trim carpenters can learn the trade in a formal education program, through an apprenticeship or on the job under the supervision of more experienced trim carpenters. The carpenter will generally have an inventory of his own tools. The work involved is physically demanding, which includes bending, kneeling, lifting, carrying, climbing and standing for long periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carry out instructions from supervisor's layout preparation of the project.
- Estimate height, width, length, and other proportions.
- Work with blueprints, design details or instructions from supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Utilize chisels, planes, saws, drills, and sanders to install millwork, doors and windows.
- Join materials with nails, screws, staples, or adhesives.
- Work on top of ladders and the top beams of buildings.
- Check work along the way to ensure it's up to code and specifications.
- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Install cabinets and molding.
- Hang doors
- Drill and set door hardware

- Erect scaffolding.
- Replace panes of glass, ceiling tiles, and doors.
- Install partitions, doors, and windows
- Maintain clean and orderly work areas.
- Cut, shape, and assemble wood, composition, and/or plastic sections with shop tools and equipment such as planers, jointers, shaper, routers, sanders, and various power saws.
- Assemble prepared components for various structures, including cabinets, bookcases, desks, and paneled doors.
- Prepare structures for finish applications by planing, shaping and sanding; using hand and power tools.
- Read and interpret plans, sketches, and shop drawings for milling and fabrication.
- Determine type and dimensions of wood stock to be used.
- Maintain and clean equipment and work area.
- May act as Lead Carpenter in absence of Carpenter or Supervisor.
- Perform related duties as assigned or needed.

QUALIFICATIONS

A trim carpenter must have knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, local building codes and safety. 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.

- Able to read blueprints.
- Proficient at carpentry skills.
- Able to interact with clients and coworkers on project site.
- Able to work largely unsupervised for long periods of time
- Possess an eye for fine detail. They must be very precise and exact with measurements and cutting tools.
- Has high degree of dexterity, physical strength, stamina and the ability to work long hours in all sorts of climates, temperature and conditions
- Possession of own tools to include a power miter saw, miter box, tape measures, squares, angle gage, chisels, a router, drills, hand tools, levels, tool belt, etc.
- Must be reliable and able to work flexible schedule up to 10 hours per day.

EDUCATION and/or EXPERIENCE

Education - High School Graduate or equivalent

Trade school graduation, or equivalent, and four years of experience as finish carpenter or cabinet maker.

Minimum of three years in all phases of residential construction.

Clean driving record and possession of own vehicle and tools

LANGUAGE SKILLS

Able to understand verbal and written instructions.

MATHEMATICAL SKILLS

They must possess excellent basic math skills, including fractions.

REASONING ABILITY

Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during project, and permit prompt resolution of problems and conflicts as they occur.

Able to organize assigned tasks, for completion alone or with help.

Able to complete paperwork or data entry required for personal time sheets or billing in a timely manner.

Able to envision all steps in assigned tasks.

Willingness to keep informed of new materials and methods in this trade.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DAMANDS

Job requires ability to perform tasks on all areas and aspects of construction project. Requires ability to climb ladders for heights of up to 30 feet, and crawl for distances of 50 feet. Job requires ability to work with tools, lumber and materials. Ability to lift and manipulate objects of up to 50 lbs for 50 feet is required.

WORK ENVIRONMENT

Most of time is spent working at job sites. These projects are usually climate controlled, the house should have heat and A/C. Normal hazards associated with construction environment.

Some driving is required. Valid driver's license is required.

COMPENSATION

Commensurate with experience

