



## **Carpenter Job Description**

(this list is not to be considered as all inclusive)

Plan, construct and install stairs, framing, doors, and windows, trim work, cabinetries, other millwork, hardware and finish accessories. Daily tasks include but are not limited to reading plans, prints and project specifications, planning material needs, laying out material, cutting material, assembling millwork components, installing material and millwork, cabinets and finish components, applying fillers and/ or chinks as required, inspect and maintain tools and equipment associated with the task.

- Read and interpret prints, plans, and specifications to determine material needs and application process.
- Fill out daily logs.
- Request material, fasteners and other miscellaneous supplies.
- Inspect received material and supplies to ensure they meet specification.
- Determine sequence of installation to maximize efficiency.
- Prepare, as required, all surfaces that require installation of finish components.
- Install backing or support systems if required.
- Prior to cutting materials, determine material layout to reduce cut-off waste.
- Calculate all cut angles to include compound, mitered and compound miters.
- Cut or supervise the cutting of material required for the task.
- If applicable apply finishes, sealers or other substances to material.
- Preassemble components of millwork or other finish products in preparation for installation.
- Inspect prepared material for completeness and to ensure it is free of defects.

- Apply or assemble material and fasten with applicable fasteners according to plans, prints and/or specifications.
- Inspect to ensure proper fit.
- Apply required fillers, etc to achieve acceptable standards according to installation instructions, specifications or normal trade standards.
- Select proper tools for the applicable task.
- Inspect tools for functionality and safety.
- Identify defective tools and equipment.
- Complete minor, authorized, repairs of tools and equipment.
- Conduct routine cleaning and maintenance of tools and equipment according to owner's manual.