



Job Description

1495 Columbia Ave. Bldg. 2 * Riverside, CA 92507

t: 951-684-1909 * f: 951-684-1984

Title:	Carpenter
Report To:	Job Superintendent / Project Coordinator
Hours:	Hours and locations vary. Night and out of town work sometimes required
Attendance:	Regular attendance is a requirement of this job
Dress:	Work boots, long pants and company provided shirt. Must comply with OSHA, customer and Harco minimum safety standards.

QUALIFICATION REQUIREMENTS

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and 3 - 5 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to communicate effectively to customers, vendors and employees.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight and measurement, volume and distance.

REASONING SKILLS

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EMPLOYEE SUPPLIED TOOLS

- Basic hand tools
- Skill Saw and cordless driver/drill
- Vehicle (Proof of Insurance)
- Valid Driver's License

OTHER SKILLS

- Experienced in using power tools
- Ability to work on elevated platforms, ladders, scaffolds, high lifts
- Good carpentry skills



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ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall

- Able to layout and build temporary barricades.
- Receive fixtures and record properly.
- Proficient in all hand/power tools.
- Able to lead and give clear direction to Harco laborers and temp labor.
- Able to communicate clearly and professionally with other Harco employees, clients and customers.
- Able to help, teach or coach others in learning a new skill and work as a team.
- Keep track of company provided tools and equipment.
- Check deliveries for accuracy and completeness by reviewing shipping copy.
- Turn in all receipts for items or materials purchased on company accounts or credit cards to supervisor.
- Maintain and turn in time sheet with appropriate approval on a weekly basis.
- Special projects as required.

Rough Carpentry

- Able to layout and build wood trench covers and temporary barricades.
- Able to assist in rough carpentry and framing.
- Have knowledge of construction lumber types and sizes.
- Have knowledge and ability to perform most rough carpentry applications.
- Able to layout and build roof top platforms and curbs for equipment pads.
- Able to install impact doors.
- Knowledge of doors and hardware.
- Able to install metal doors and jambs, solid core doors and needed hardware.

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. While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; taste and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 lbs. and frequently lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

This does not represent ALL of the essential functions of this job. Harco Group Inc. reserves the right to add, delete or change a job description at any time.