**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Work as part of a team to efficiently and safely construct set forms for structural, paving, foundation concrete forms according to blueprints or oral instructions.
* Measure boards, timbers, or plywood using square, measuring tape and ruler and mark cutting lines on materials.
* Shape materials to required size using saws, chisels, and planes.
* Safely use carpentry hand tools such as hammers, levels, squares, screw drivers, adjustable wrenches, hand and power saws, drill motors and pry bars.
* Nail cleats (braces) across boards to construct concrete-supporting forms.
* Brace forms in place with timbers, tie rods, and anchor bolts for use in building concrete structures.
* Possess ability to tie rebar
* Construct forms, chutes, and align panels for pouring concrete.
* Receive general instructions from superiors.
* Assist in concrete placement and finishing.
* Responsible for complying with all safety and project rules including PPE’s.
* Participate in a culture of talent development.
* Perform other job-related duties as assigned.
* Prepare layout of forms to be fabricated using lines and grades.
* Rig materials for transporting in and out of excavations.
* Assist in determining materials required for construction of structures.
* Observe flat drawings or diagrams and understand how they should work as a solid object.

**JOB REQUIREMENTS**

* Proficient in reading, writing and basic addition and subtraction.
* Observe flat drawings or diagrams and understand how they would look as solid objects.
* Follow oral and written instructions.
* Work at heights without fear.
* Physical requirements:
	+ Manually lift/carry 50-100 lbs
	+ Stand and walk for long periods of time
	+ Carry tools/equipment
	+ Stoop, kneel, crouch, and crawl
	+ Perform all required tasks during extreme weather conditions (hot/cold)

**EDUCATION/WORK EXPERIENCE**

* + Desired experience – 3-5 years carpenter experience and minimum of 2 years construction experience.
* Siema Safety Training Course
* Employee/Safety Orientation
* Continuing Education Certifications
* Flagger Certified
* Fall Protection
* Basic Concrete Principles
* Small Tools Training
	+ Small Tool Care/Safety

 \_\_\_\_\_

**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**