

Summary Description:

Construct, erect, install, and repair structures and fixtures of wood, plywood, and related materials, conforming to local building codes and standard building procedures.

Essential Duties and Responsibilities:

- Study blueprints, sketches, or building plans to prepare project layout and determine materials, sequencing, and total time required.
- Measure and mark cutting and assembly lines on materials.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Assemble cut and shaped materials and fastens them together with nails, screws, dowel pins, or glue.
- Verify trueness of structure.
- Erects framework for structures and lays subflooring.
- Install structures or fixtures, such as windows, frames, floorings, siding, trim, or hardware, using hand or power tools.
- Build or repair stairs, cabinets, doors, frameworks, floors, or other wooden fixtures, using woodworking machines, carpenter's hand tools, or power tools.
- Apply paneling to ceilings and walls.
- Remove damaged or defective parts or sections of structures and repair or replace.
- Construct forms and chutes for pouring concrete.
- Erect scaffolding and ladders for assembling structures above ground level.
- Follow established safety rules and regulations and maintain a safe and clean working environment.
- Other duties may be assigned.

Minimum Qualifications

- Two years of carpentry experience.
- Ability to read and understand blueprints and project contract specifications.
- Basic knowledge of arithmetic and geometry and their applications related to woodworking.
- Knowledge of materials, production and quality control methods, and the tools involved in the construction and repair of customized wood furnishing.
- Knowledge of machines and tools necessary for performing carpentry tasks.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to understand and communicate common units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Preferred Qualifications:

- Four or more years of experience working as a trained carpenter.
- Knowledge of woodworking machine and tool maintenance and troubleshooting.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Forklift certification.

Physical Demands and Work Environment:

- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
- Reaction Time — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. Frequently required to climb or balance and stoop, kneel, crouch, or crawl and work in confined spaces. Occasionally required to sit. There is regular lifting expected by the employee independently of a maximum of 50 pounds and 2-person lifting of 100 or more pounds.
- On project sites, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually very loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

- **Reports to:** Construction Manager or Site Supervisor (dependent on assigned projects)
- **Direct Reports:** There are no supervisory responsibilities.

On Site Management, Inc. is an Equal Opportunity Employer

On Site Management, Inc.

Application for Employment

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

Personal Information

Date _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Home phone _____ **Are you 18 years of age or older? Yes () No ()**

Mobile phone _____ **Email Address** _____

In Case of Emergency, Notify _____
Last First

_____ Address Home Phone Mobile

Do you have a valid driver's license? Yes () No ()

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes () No ()

Have you ever been convicted of a felony? Yes () No () Describe _____

Employment Desired

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? _____ If so, may we inquire with _____

Have you ever applied to this company before? _____ your current employer? _____

Referred by: _____

Education	Name & Location of School	Years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

General

Special Skills: _____

Do you know CPR and/or First Aid procedures? _____

Special study or research work: _____

Activities: (civic, athletic, etc.) _____

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military Service _____ Rank _____ Active Duty National Guard or Reserves? _____

OSM is second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

Former Employers

List last three employers, starting with the most recent one.

Date	Employer Name & Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

What did you like most about this job?

References

List the names of three persons not related to you, whom you have known at least one year.

	Name	Address / Phone	Business	Years Acquainted
1				
2				
3				

Please read the following carefully:

"I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date**Signature**

DO NOT WRITE BELOW THIS LINE

Interviewed By**Date****Remarks****Position Hired****Start Date****Salary**

OSM is second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.