

Carpenter Foreman

Business Unit	Construction	Reports To	Production Manager
Required Edu & Certs	High School Diploma, preferred	Required Experience	10+ years residential framing, preferred 2+ years foreman experience
Status	Non-Exempt	Future Orientation	2-30 Days
Job Family	Overseer	Pay Band	2
Safety Sensitive	Yes	Assigned Assessments:	Pre-Hire Risk

The Woodard Way: We provide Legendary Service to help people get back to their lives while exemplifying our Core Values in an environment that fosters safety, care, high expectations, and top-notch performance.

Core Purpose: The Carpenter Foreman will manage carpenters and supplies, as well as provide quality labor to restore homes and businesses to their pre-loss conditions.

Role Persona/Profile:

- Self-Motivated
- Detail Oriented
- Problem Solver
- Team Player
- Sense of humor
- Enjoys physical labor
- Loves helping others
- Strategic and tactical
- Customer focused

Core Abilities:

- Safety – minimize all safety risks before completing tasks
- Construction Knowledge – understand time, equipment, material, and labor required to return a property to pre-loss condition while maintaining profitability
- Problem Solving – identify and resolve problems in a timely manner; gather and analyze information; develop alternative solutions; work well in group problem solving situations
- Mentoring - lead and train carpenters through hands on and verbal training; assist them with continuous improvement of their capabilities
- Customer Service – relate to and build rapport with customers, understand their needs, and resolve their concerns, communicate clearly; listen carefully with empathy
- Professionalism – approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status, position, or situation
- Organization – manage details or multiple projects in an organized and efficient manner
- Decision Making – align decisions and actions with Woodard’s Core Values and influence others to do the same

Core Duties:

Leadership & Team Development

- Assist Production Manager with scheduling to ensure best use of carpenter capabilities, maximize operational efficiency, and create the best experience for Team Members and customers
- Ensure staffing, scheduling, work production, and budgeted labor goals are met.
- Lead, train, and develop both experienced and new carpenters
- Promote and model Woodard's safety guidelines
- Observe and enforce Woodard guidelines, policies, processes, and procedures
- Participate in weekly staff meetings with team members to ensure project information is being updated accurately
- Model philosophy of continuous improvement by leading process improvement efforts
- Address workers' problems or refer matters to management
- Provide Production Manager with performance feedback

Carpentry

- Read blueprints, sketches, or building plans to prepare project layout and determine dimensions
- Understand building codes and requirements
- Competently and consistently utilize company technology
- Communicate with customers and Project Managers to ensure their confidence and satisfaction in the project
- Communicate, and execute project plan according to the schedule and budget
- Conduct project inspections to evaluate project progress, quality of workmanship, customer satisfaction and adherence to contract scope of work
- Verify trueness of structure
- Erect scaffolding or ladders for assembling structures above ground level
- Work efficiently 8+ feet above the ground
- Work mainly outdoors, in unconditioned spaces, year round
- Lift and carry heavy objects, such as framing lumber, sheets of plywood and other building materials
- Perform a variety of production tasks on jobsites, including installing structures or fixtures, removing damage or defective parts/sections of structures, and jobsite clean-up

Position Pre-Requisites:

- Authorization to work in U.S.
- Current, valid Driver's License
- Ability to obtain and maintain Class E Driver's License within 30 days of hire
- Ability to pass background check and drug screen
- Own tools

Work Environment / Physical Requirements

- Frequently required to walk, climb, balance, twist, reach, stop, kneel, crouch, and crawl
- Frequently required to engage in repetitive hand, arm, and leg motions
- Regularly exposed to hot, wet, or humid conditions (non-weather); moderate noise in the work environment, and fumes or airborne particles
- Regularly required to twist, reach, work with hands overhead for extended periods, and lift and/or move 50 pounds
- Regularly required to sit, stand, read, write, and type using fine motor skills
- Occasionally required to perform a two-person lift of more than 100 pounds
- Occasionally required to perform tasks at elevated heights or work near moving mechanical parts
- Occasionally required to wear full and half face respirators, eye protection, gloves, and other PPE