

Carpenter

Common Ground Construction

Department: Common Ground Construction **Reports to:** Construction Project Manager
Weekly Hours: 40 **Exempt/Non-exempt:** Non-exempt
Date Reviewed: February 2025
Reviewed By: Housing Development and Construction Director

Position Overview:

The Carpenter is an employee of Common Ground Construction, a premier social enterprise construction company, a subsidiary of One Roof Community Housing. The Carpenter performs all aspects of construction work, including subcontractor coordination, s to rehabilitate Community Land Trust homes and private remodeling work.

Principal Duties and Responsibilities

- Perform construction work including, but not limited to, demolition, insulation and sealing, window installation, drywall installation, finish carpentry, landscaping, etc., in accordance with the established scope of work, plans, specifications, building code and other requirements.
- Work with the Common Ground Project Manager (PM) to schedule the work of subcontractors.
- Manage tool, trailer, and material transport and delivery to worksites.
- Maintain safety and cleanliness protocols.
- Work with the PM to coordinate building inspections.
- Complete administrative responsibilities for projects including processing of receipts.

Supervision Received: The Carpenter is supervised by the Common Ground Project Manager.

Supervision Exercised: The Carpenter directs the work of assigned Laborers.

Required Qualifications & Skills:

Education, credentials, and experience:

- High School diploma or equivalent.
- 10+ years of experience in residential construction or remodeling.
- Valid driver's license with good driving record.

Knowledge, Skills, Abilities and Competencies:

- **Attention to Detail:** Ensures information is complete and accurate and follows up to ensure that agreements and commitments have been fulfilled.
- **Adaptability:** Readily considers new approaches and adapts quickly to change.
- **Communication:** Delivers clear, effective communication and takes responsibility for understanding others.
- **Initiative:** Identifies opportunities and issues and proactively acts and follows through on work activities to capitalize or resolve them.

Preferred Qualifications & Skills:

Education, credentials, and experience:

- Associate or bachelor's degree or other certification in residential construction.
- OSHA, RRP Lead, Radon, CPR certifications

Knowledge, Skills, Abilities and Competencies:

- **Project Management:** Able to effectively manage all stages and tasks of a project and to use project management skills to maintain budget and timeline.
- **Achieve Results:** Leverage knowledge and develop, advocate, and implement plans to achieve organizational goals

Physical requirements and work environment

- Medium work that includes moving objects up to 50 pounds in all directions on an occasional basis.
- Regularly walk and climb on uneven surfaces, ladders, and stairs.
- The work is performed on construction worksites with frequent exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes and odors from construction materials.

Hours of work and required travel

- Core business hours are Monday-Friday between 07:30 a.m. – 04:00 p.m.
- Regular travel within the greater Duluth area for construction/renovation site work.
- Access to reliable transportation and personal auto insurance.

Tools and equipment used

- Basic Proficiency in MS Office, email and use of the Internet.
- Operate hand and power tools.