



## **Lead Carpenter**

### **Position Profile**

Full Time

The Lead Carpenter produces general carpentry and site supervision for projects. The Lead Carpenter works closely with the Project Manager, Project Designer and the Estimator to control all field requirements of the project.

### **Essential Duties and Responsibilities:**

- First point of contact for the client throughout the production of a project
- Preliminary site-checks, schedule / budget reviews and pre-construction mtgs.
- Jobsite safety protocol
- Secures building permit.
- Procurement of over-the-counter building materials
- Performs rough carpentry, finish carpentry, cabinet installation and including other duties on projects.
- Leads all jobsite related activity including overseeing trades and project schedule.
- Leads the weekly on-site client meeting with support from Project Manager & Project Designer
- Completes all required documentation on Co-Construct.
- Compiles change order information and coordinates the development of the document with the Project Manager.
- Issues invoices and change orders to the client for payment & execution.
- Reviews the budget weekly for accuracy and makes recommendations for estimate adjustments.

### **Qualifications:**

- Five or more years in carpentry and construction
- Valid driver's license and clean driving record

### **Essential Skills and Attributes:**

- General carpentry skills including framing, quality finish cabinet installation.
- Ability to read and understand construction plans.
- Excellent communication skills
- Safety Training
- Keeping tools maintained
- Technology – Familiar with MS Word, Excel and Project

***Lee Kimball is a family-owned residential Design-Build firm and was established in 1940. Our mission is to enhance the quality of our clients' lives by providing the best possible experience and outcome in the transformation of their home.***

For more information contact:

Gregg Johnson [gjohnson@leekimball.com](mailto:gjohnson@leekimball.com) 617-719-8551