

Carpentry IN FIELD Supervisor

POSITION SUMMARY The In Field Carpenter Supervisor serves in a full-time, in-field supervisory/leadership role providing over site and team development to 4-6 carpenters. Additionally, this position will manage and install a wide variety of projects that are custom and premium graded. Work will be in-field and in-shop. Projects include, but not limited to: decks, containers, railings, screens, pergolas, outdoor kitchen cabinets, fine furniture and more.

REPORTS TO Project Manager

OVERALL PROJECT MANAGEMENT

- Read, comprehend, and interpret all applicable correspondence, contracts, manuals, and instructions.
- Inform Project Manager of pertinent information pertaining to project scheduling.
- Pro-actively communicate on a regular basis with the Project Manager to clarify project details, (especially before making any design changes), project needs and challenges.
- Understand the scope and progress of each active project within your department.
- Work with other carpenters to help them problem-solve and implement their projects.
- Lead a team for in-field project work in an efficient and timely manner.
- Provide clients with information as needed, otherwise direct clients to Project Manager.
- Be professional and courteous to everyone on the project.
- Facilitate purchase requests and follow purchasing procedures.
- Keep inventory of and disseminate carpentry supplies.
- Transition project components from wood shop to in-field installation by collaborating with wood shop operation's manager.

DAILY DETAILS

- Ensure each crew has necessary materials and tools for their job.
- Update PM with the status of all in-field projects via the phone, e-mail, or in-person.
- Oversee timesheet approval.
- Process all staff receipts and invoices on a daily basis and turn into bookkeeping.
- Ensure site photos are updated daily to Google Photos.
- Respond to all calendar invites.
- Actively observe staff and submit recommendations for Awesome Awards.
- Ensure carpenters are keeping vehicles and tools clean and organized.

MEETINGS

- Attend **kick-off** meetings as needed.
- Attend **on-site meetings** as needed.
- Attend weekly **DI production meetings**.

SAFETY

- Comply and enforce all safety policies, practices, and procedures.
- Report all staff injuries to Human Resources immediately.
- Process weekly vehicle safety check forms.
- Report all fleet and small engine issues to Fleet Mechanic.
- Ensure all staff are utilizing PPE and safety equipment.
- Inform PPE purchaser of any needed supplies.

SEASONAL

- Perform winter and mid-summer tool inventories.
- Participate and help lead any staff training.
- Review department's facility organizational needs and make recommendations to PM.

HUMAN RESOURCES

- Help facilitate training for new hires (e.g. phones/software, facility orientation, daily work routines/processes)
- Work with HR to perform staff reviews (new hire 30 day and 90 day, as well as, annual reviews).
- Work with HR to write any performance transgressions.

ACTIVITY/MOVEMENT

- Frequently lifts, carries or otherwise moves and positions objects weighing up to several hundred pounds using appropriate tools.
- Typically bends, stoops, and crouches on a regular basis.
- Constantly moves about to work.
- Regularly operates and cleans carpentry equipment.
- Repeatedly climbs stairs and occasionally ladders.
- Repetitively works in locations of height (i.e. roof decks, balconies).

TECHNICAL ROLE

- Read, interpret, and implement the carpentry components of landscape plans/drawings.
- Use woodworking machinery, portable power and hand tools.
- Independently build carpentry components/projects that are custom to premium graded as listed, but not limited to:
 - Casework (cabinetry)
 - Pergolas
 - Stairs
 - Lattice
 - Fences
 - Decks (rooftops / in-ground)
 - Stile and rail panels
- Drive a company vehicle (van, truck, or box truck) and/or a vehicle with a trailer with competence and common sense, primarily within the City of Chicago.
- Work appropriately with potentially hazardous chemicals, such as but not limited to, wood finishing materials.

ESSENTIAL QUALIFICATIONS

- 10 plus years' experience in the carpentry field.
- 5 plus year's supervisory experience over carpenters with ranges and years of experience.
- High School diploma or equivalent.
- Speak and understand conversational English.
- Ability to read and write English at a 12th grade level or higher.
- Ability to perform math / shop arithmetic.
- Ability to lift and move up to 100 lbs. with appropriate tools.
- Adept at working in outdoor conditions (for instance, low to high temperatures, rain, sun, wind, etc.)

- Personal commitment to Topiaris' mission.
- Supply and use personal hand tools.
- Valid IL driver's license and a clean driving record.
- Successfully use a cell phone, e-mail, texting, and picture taking.

ESSENTIAL SKILLS

Perform the following skills in an accomplished and independent manner, additionally being able to instruct others on how to perform them:

- **Layout:** Know how to take accurate internal, external and depth measurements with, but not limited to, squares, protractor, tape measure, compass, and levels.
- **Sawing:** Know how to use saws to process wood from rough sawing to cutting precise joints with, but not limited to, a table saw, band saw, sliding table saw, portable power miter saw, and knives.
- **Milling:** Know how to produce a uniform piece of wood with, but not limited to, a jointer, thickness planer.
- **Shaping:** Know how to shape surfaces with, but not limited to, a portable router.
- **Boring:** Know how to accurately drill holes with, but not limited to, a drill press, hand drill, hammer drill.
- **Sanding:** Know how to accurately prepare surfaces with, but not limited to, a random orbital sander, sanding block, disk sander, belt sander.
- **Clamping:** Know how to properly use clamps to build projects with, but not limited to, a hand, bar, spring clamps, wrenches, pliers, in conjunction with applicable adhesives.
- **Joinery & Assembly:** Know how to join components with, but not limited to, a biscuit joiner, hammer, pneumatic nail gun, screw drivers.
- **Grinding & Shaping:** Know how to prepare and care for tools with, but not limited to, a bench grinder, sharpening stone, and files.
- **Finishing:** Know how to apply finishes to projects with, but not limited to a spray gun, brush, roller, putty knife, in conjunction with knowledge about different finishing materials such as stains, paints, oils, etc.
- **Material ID:** Know different carpentry materials such as, but not limited to, woods, laminates, PVC products.

OTHER DESIRABLE QUALIFICATIONS

- Higher education degree.
- Formal education in a carpentry-related field.
- Speak and understand conversational Spanish.
- Successfully utilize other forms of technology, such as, but not limited to, tablets and computers.
- Familiarity with and ability to accomplish the following skills with assistance/additional training:
 - Plumbing
 - Electrical
 - Installation of plant material
 - Hardscape installation
 - Metal work

Effective Date: March 2019

Hours and Compensation:

- Work heaviest from March-Dec, Mon-Fri 6:30 am – 3:30/4 pm. Potential for Saturday hours
- Limited hours worked in off-season (typically Jan-Feb).
- Hourly Position: \$25 - \$28 (rate will be commensurate with education and years of experience).
- Paid holidays.
- Paid Time Off and Paid Sick time.
- Company cell phone.
- Usage of company shop equipment during company's off hours. (5,000 square foot shop).
- Medical and dental insurance plans.
- Retirement plan available after 1 year of employment & minimum 1000 hours of worked.
- PayActive (for times when accessing your earned wages before you get your check is necessary).
- Complimentary Life Insurance and Long-Term Disability plans.

Note: Topiarius is non-union shop.

Before Applying:

Visit Topiarius' website (www.topiarius.com) to become familiar with our company. Review the full job description for this position at <https://www.topiarius.com/jobs/>.

To Apply:

No phone calls, please. Please send the following to JobOpportunities@topiarius.com:

- Resume (**as an attachment in MS Word or PDF format**)
- Cover letter explaining why you would be a good fit for this position (**in the body of the e-mail**)

Please Note:

- Final candidates may be required to undergo a background check.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.
- Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.