

Landscape Design/Build Wood Shop Lead Carpenter

Reports To: Carpentry Supervisor

Position Summary: The Wood Shop Lead Carpenter is responsible for the direction of Topiarus' wood shop, wood shop staff, and the creation of all carpentry projects. Additionally, this position is responsible for building property maintenance.

Essential Responsibilities:

WOOD SHOP

- Work directly with the Estimator + Draftsperson, and as needed with designers, to receive and understand all construction drawings.
- Facilitate the production and building of all carpentry projects with other carpenter(s), per shop drawings and cut lists.
- Direct day to day activity in the wood shop.
- Cooperate with the Carpentry Supervisor to ensure that wood shop supplies are purchased.
- Receive major material elements from construction project sets (such as quantities of wood, specialty hardware, aluminum pergolas) and budgets.
- Collaborate and communicate with Carpentry Supervisor to understand work priorities and responsibilities.
- Communicate daily to the Carpentry Supervisor the progress of in-shop jobs for scheduling purposes.
- Follow established purchasing procedures.
- Communicate with designers on all design elements prior to making changes, edits, or adjustments.
- Manage shop materials and tool organization and cleanliness.
- Regularly discard unused materials.
- Annual inventory shop tools and supplies.
- As needed, work in-field on carpentry projects.

PROPERTY MAINTENANCE

- Provide construction and maintenance services to the 5030 W. Lake St. building.
- Create and follow monthly chore lists.
- Be point person for all staff requests.
- Manage all staff requests in concert with in-shop work.
- Communicate to staff all completion time lines.

DAILY DETAILS

- Problem-solve and implement projects.
- Keep personal tools locked in a separate location/box/closet.
- Keep Topiarus tools and project materials organized and clean.
- Process any receipts and invoices on a daily basis and turn into bookkeeping.
- Keep personal work area clean and organized.
- Respond to all calendar invites.
- Read, comprehend, and interpret all applicable correspondence, contracts, manuals, and instructions.

- Prioritize tasks and handle multiple responsibilities and projects simultaneously.
- As needed, drive a vehicle with competence and common sense.
- Work appropriately with potentially hazardous chemicals, such as but not limited to, stains/paints and glues.

HUMAN RESOURCES

- Help facilitate training for new wood shop hires (e.g. facility orientation, daily work routines/processes)

SAFETY

- Comply and enforce all safety policies, practices, and procedures in the wood shop.
- Report all staff injuries to Human Resources immediately.
- Ensure all staff are utilizing PPE and safety equipment in the wood shop.
- Inform PPE purchaser of any needed supplies through completed Purchasing Request Form.

MEETINGS

- Attend **project Kick Off** meetings.
- Attend weekly **DI production meetings**.

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.
- Occasionally climbs stairs and occasionally ladders.
- Occasionally works in locations of height (i.e. roof decks, balconies).

ESSENTIAL QUALIFICATIONS

- 5-10 years' experience in the construction industry.
- High school degree and/or equivalent work experience required.
- Supervisory experience.
- Experience with meeting tight deadlines.
- Expertise with carpentry tools and equipment.
- Expertise with reading and implementing architectural drawings.
- Exceptional craftsmanship skills.
- Proficiency in working with outdoor carpentry projects (e.g. pergolas, containers, decking, privacy screens, cabinetry, etc.).
- Experience ordering materials and staying within budgets.
- Provide personal tools.
- Creative.
- Excellent organizational and cleaning skills.
- Excellent interpersonal and oral skills.
- Ability to handle details accurately with strong organizational skills.
- Strong commitment to meeting quantitative and qualitative goals.
- Ability to lift and/or move up to 100 lbs.
- Valid Illinois driver's license.
- Clean driving record.
- Adept at working in outdoor conditions (for instance, low to high temperatures, rain, sun, wind, etc.)
- Fluent in English.
- Personal commitment to Topiarius' mission.

OTHER DESIRABLE QUALIFICATIONS

- Proficient in Spanish
- Knowledge of plant material (annuals, perennials, shrubs, trees) and hardscape material.
- Knowledge and experience with drip irrigation systems, electricity, plumbing, and/or welding.
- Proficient in installation of plant and hardscape materials.

Effective Date: October 2019

Hours and Compensation:

- Work heaviest from March-Dec, Mon-Fri 6:30 am – 3:30/4 pm. Potential for Saturday hours.
- Potentially fewer hours worked in off-season (typically Feb).
- Hourly Position: \$25-\$30 (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**)

OR

- Complete Job Application.

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.
- This position is job graded on Topiarius' scale of Technical 1 (Entry/Apprentice) – Technical 4 (Career/Accomplished) at T4.