



JOB TITLE | Journey Level Carpenter + Site Supervisor

REPORTS TO CEO/ Owner, Project Manager(s)
LOCATION Carrboro, North Carolina; job sites in a 15 mile radius of Carrboro
COMPENSATION \$22 - \$35/ hour or commensurate salary. Based on experience and review of references, paid bi-weekly.
EMPLOYMENT TYPE Full-time, M-F, hours of the day are flexible based on project needs.

OBJECTIVE

J. Hoffman Studio Design + Build is looking for a teammate to work closely with the company owner and project managers to coordinate and manage residential remodeling and new construction projects. We are looking for a talented, smart, self-motivated, energetic, creative, articulate and detail-oriented individual with knowledge of residential construction and site supervision experience. Must value clear and open communication and have an interest in working closely with team members in a quickly growing company. Candidates must be within reasonable driving distance to the Carrboro/Chapel Hill area and willing to adhere to current OSHA and CDC guidelines while working in our office and on our job sites. **We strongly value inclusiveness and diversity at J. Hoffman Studio. We welcome all applicants to apply.** JHS is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, sex, sexual orientation, gender identity, national origin, or disability.

SCOPE

Scope of work is varied as all team members wear many hats. **Expectations and duties will include but are not limited to:**

CARPENTER SPECIFIC TASKS

- Organized and detail oriented. (ie: take detailed notes of all necessary tasks at any given time during instruction, skillful and careful execution of carpentry tasks)
- Capable of safely following instructions and using tools according to the manufacturer instructions and industry standards
- Installing fixtures and fittings such as door handles, locks, hinges and closures
- Selecting lumber by size and strength to suit each job
- Strong working knowledge of job site safety
- Jobsite Prep & Clean-up – prep and protect the jobsite prior and during the job
- Demo – remove existing walls, cabinets, plumbing and electrical as needed.
- Framing – install non-load bearing walls and load bearing walls.
- Trim, Caulking and Filling – install doors, windows, trim and finish out work.
- Finishing - Smoothing or sanding surfaces to remove ridges, tool marks, glue, or caulking

SITE SUPERVISOR SPECIFIC TASKS

- Ordering materials appropriate to the job site needs determined with and by Project Manager (PM)
- Assist PM with Subcontractor communication in resolving any day-to-day issues to ensure high-quality workmanship and compliance with plans and specifications
- Track daily progress for client and company records
- Confirm site access, availability, and presence of materials, personnel, and equipment on site as agreed
- Discuss, notify and obtain approval from/with PM of any changes to scope that are determined necessary
- Schedule material and equipment deliveries and returns as necessary
- Coordinate with designer and PM regularly regarding due dates for fixture and finish selections
- Maintain an organized system of project files in the office and with online systems already in place
- Maintain responsibility of assigned projects through one-year warranty period; scheduling or performing necessary repairs
- Review project financials with PM on a regular basis
- Oversee that warranty repairs are done in a timely manner within the warranty period
- Assure that job sites are kept clean and orderly daily

JHS TEAM MEMBER SPECIFIC TASKS

- Twice-weekly Jobsite Operations meetings
- Participate in frequent and consistent communication through in-person co-working and various company online platforms and software: Asana, Google Drive, Sheets, Docs, Gmail & Chats, Co-Construct.
- Attend bi-weekly team meetings
- Maintain and contribute to shared system of office hard copies and electronic filing system
- Clock in and out per our company standards throughout the day, rotating between sites and activities as needed
- Track mileage (when not using a company vehicle)/expenses monthly and submit to the Office Manager for approval by the 5th of each month
- Keep all receipts for job/business expenses. Turn physical receipts in for processing weekly with information about jobsite and construction categories (as it would be defined in project management software systems). Forward all electronic receipts to the Office Manager as they come in.
- Upload project photos into shared digital albums weekly (minimum)
- Complete other applicable duties as they present themselves
- Offer and accept regular constructive criticism and transparent dialogue to create a welcoming, growth-oriented, productive and organized company

QUALIFICATIONS

- 5+ years work experience (not specific to construction)
- 3+ years work experience in construction/carpentry
- Valid Driver's License and a clean driving record
- Daily access to reliable transportation
- Able to work with a variety of tools and equipment
- Ability to: lift and carry items weighing approximately 90 pounds, climb and work from ladders, bend, stoop, and work around wood dust and fumes (with appropriate PPE)
- Ability work outside, standing/walking, year round (in all types of weather)
- Team player who enjoys working on a tightly knit team in a fast-paced work environment
- Flexible and interested in pivoting as needed to adapt to a growing company's changing needs
- Eager and willing to learn
- Self-motivated, detail-oriented & accountable
- Excellent customer-centric skills
- Ability to maintain positive and professional decorum with team members, clients, vendors, and trade contractors
- Comfortable using digital platforms (Google workspace: Drive including sheets and docs, chat, gmail; Asana, Co-Construct, etc.)

IDEALLY (but not required)

- Has reliable access to a truck capable of transporting 12ft lumber
- Bilingual (Spanish)
- OSHA 10 or equivalent safety training

BENEFITS

- Access to company vehicle/truck
- Access to company tools
- Generous Paid Time Off policy
- Mileage Reimbursement Policy
- Matching 401K Retirement Plan
- Healthcare Savings account or additional monthly contribution to 401K
- Profit Sharing plan
- Company provided PPE

To be considered for this position, please submit a cover letter AND resume to office@jhoffmanstudio.com.