

Michigan Net Zero Homes LLC
Position Description – Version 1.0

Job Title:	Carpenter – part time	FLSA Status:	Non-Exempt
Process:	Operations	EEO Job Code:	47-2031
Reports To:	Operations Manager	Prepared Date:	6-1-2024

SUMMARY

Performs all aspects of residential carpentry. Builds the house using skills in site work, framing, air sealing, and finish carpentry. Works as an effective member of the team.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other functions may be assigned.

- Helps maintain the site: safety, cleanliness, hygiene, and environmental controls.
- Assists with site work including proper placement and compaction of specified site materials.
- Helps construct the permanent wood foundation including leveling, squaring, insulation, and water sealing.
- With the team, frames the building.
- With the team, installs membranes, tapes, helps avoid punctures, and repairs as needed.
- With the team, installs windows and doors including proper anchoring, taping, and insulation details.
- With the team, installs the ERV unit and ductwork.
- May assist with blower door testing and repair of leaks identified.
- With the team, installs siding and constructs the porch.
- Performs finish carpentry including door and cabinet installation.
- Assists with final checks and quality control and preparation for owner training.
- Uses a variety of hand tools and broad construction knowledge to interpret drawings and certification requirements to complete the project on-time, on-budget, and in adherence to all quality and certification standards.
- Prepares for each day by dialoguing with the site lead to understand the details and priorities for the day.
- Maintains tools and equipment by inspecting for signs of wear and performing any needed periodic maintenance.
- Effectively works with office personnel for purchasing, staging, and returns of unused materials.
- Identifies materials and tools needed for construction, testing, and repairs.
- Participates in training on latest developments in Phius, Greenstar, LEED, and residential construction.
- Communicates effectively with all team members and potential customers.
- Helps build a work culture based on quality, craftsmanship, attention to details, safety, and productivity.
- Promotes company culture and safety policies to subcontractors.





- Flexibility to adapt the work schedule to the circumstances including weather and subcontractor schedules.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in construction technology or management or equivalent from two-year college or technical school and one (1) years related residential construction experience; or three (3) years related experience; or equivalent combination of education and experience. Green Certification preferred (LEED, GHI, Phius).

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to team members, contractors, customers, and other members of the company.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute angles, ratios, and percentages and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license, Builder's License Preferred, CPHB certification preferred.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand or walk over 75% of the time. Climbing, balancing, stooping, kneeling, crouching, and/or crawling are regularly required. The employee is occasionally required to sit. The employee must regularly lift and/or



move up to 70 pounds and occasionally lift and/or move up to 100 pounds. Must meet vision requirements to obtain a driver's license.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working outdoors and in unconditioned houses under construction. Working in wet or humid conditions may be required. Loud noises are typical for this job and hearing protection is required for some work activities. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, heavy equipment, risk of electrical shock, and fumes or airborne particles. Working in high or precarious places may be required.