

Job Description – Jr. Carpenter/Yard Helper

Basic Role:

Rough frame and finish sheet the interior of containers being built into offices, office/storage combinations and to custom interior specifications.

Position Responsibilities:

Prioritize job numbers based on delivery dates, the needs of other departments, supply shortages and other challenges,
Frame and finish container interiors to specifications for each job,
Maintain the inventory of component frames (walls, ceilings, window frames),
Rough in electrical and run wiring as required,
Paint completely or touch-up paint containers,
Perform repairs as needed, and
Install or mount storage devices, hooks, shelves, cabinets, counters or similar.

Equipment Used:

Nail gun, staple gun, saw, drill, Forklift (if certified)

General Responsibilities:

Provide good customer service with a cheerful disposition,
Perform simple equipment/machinery maintenance as directed,
Operate a computer: use a keyboard and mouse,
Have an understanding of basic word processing,
Use simple existing spreadsheets,
Receive, send and reply to email,
Use company software to complete required paperwork for jobs,
Sign in and out of company software for all shifts,
Follow all safety policies and procedures,
Participate in process improvement initiatives,
Maintain an orderly work space,
Contribute to a positive, congenial work environment,
Perform inventory control activities, and
Perform other duties as directed including general yard work.

General Skills and Abilities:

Use common sense and independent thought to solve problems,
Work comfortably without direct supervision,
Be a punctual, responsible and reliable person,
Interpret customer requests and impart that information to others accurately,
Understand verbal and written directions,
Demonstrate good communication skills
Have a functional understanding of English,
Understand basic math principles, and
Read a measuring tape precisely and work with measurements as fractions or decimals.

Education, Certifications or Experience:

Forklift Certification an asset - we will train the right person, and
Experience operating a small forklift to move pallets of materials.