

**Position**  
**Carpenter Apprentice**

**Department**  
**Production**

**To Whom the Position Reports**

Project Lead, Production Manager

**Summary**

Learn to perform construction and renovation tasks including rough carpentry, finish carpentry, and high performance envelope construction using carpenter's hand tools, power tools, forklift, and jobsite safety systems. Maintain an orderly and safe site. Learn about and work toward the aesthetic, performance, schedule, and budget goals of the project. Act as a reliable, capable, and supportive member of the crew.

**Specific Responsibilities**

1. Acquire the skills to become a Carpenter, as detailed in the SMC Carpenter Manual, by assisting the field crew with:
  - a. Site preparation and foundations
  - b. Framing and sheathing
  - c. Thermal, moisture, and air barriers
  - d. Trim and finish
  - e. General carpentry
  - f. Jobsite safety
2. Participate in your department's meetings and contribute to departmental needs and growth.
3. Use SMC standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
4. Undertake professional development, including maintaining necessary certifications, licenses etc.

**Committee Membership**

Production meetings as necessary, Company Meetings

**Immediate Subordinates**

Not applicable

**Qualifications, Skills & Knowledge Requirements**

Knowledge of the SMC Carpenter Manual  
Comfort with direct supervision by Project Lead  
Aptitude and comfort working in a collaborative team environment, providing ideas, and being open to feedback

**Licensing and Professional Associations**

Not applicable

**Physical Requirements**

Comfortable lifting and carrying heavy equipment and materials. Comfortable working in attics, knee walls, basements, crawlspaces. Comfortable with heights. Comfortable working on ladders and on roofs. Comfortable working outside in a range of seasons and weather conditions.

**Compensation and Benefits**

Full-time position with full benefits  
Wage range: Apprentice

**Possible Career Path Options**

To be determined