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## **Apprentice Job Description**

The role of Apprentice is a full time position with the responsibility of administering and managing details on the jobsite - as per direction from and scope of work defined by the Crew Leader.

### **STW (Simple Things Well)**

- Ability to consistently be on time for arrival, communication, meetings and deadlines
- Continues to walk with a service based attitude, always looking for ways to help those around him/her.
- Walks with humility and respect for others, learning the value of job site awareness.
- Understands and models the power of pre-planning and time management.
- Understands approachability- Allowing others to bring ideas / concerns to attention.
- Understands and models the "3 Stages of Team Engagement" document

### **Administrative Responsibilities:**

- Daily tracking of time, mileage, material list and pre-planning tasks.
- Consistent in filling out their time sheet no later than Monday at midnight.
- Delivers on current expectations and is sequentially given more complex tasks to complete.
- Understands, and consistently models, quality control and job site cleanliness.

### **Leadership and Growth Responsibilities:**

- Individual is beginning to lead others with humility and respect.
- Continues to work alongside mentor but is also given opportunities to complete tasks unsupervised.
- Begins to learn the "Behind the scenes" processes and is taught building codes as well as plan reading.
- Completed their "Life In Order Document" and has reviewed with a mentor
- Mentored, and advanced, another laborer on their path to maturity by training them to take their place.



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### **Qualitative Attributes:**

- Understands the value of a positive attitude both on and off the job site.
- Shows professionalism not only in appearance, speech and body language
- Individual is becoming proficient in communicating his/her thoughts and ideas with clarity and humility.

### **Construction experience (hard skills):**

- Understanding and use of tape measure and fractional measurements
- Individual has learned the proper use and care of basic power tools and pneumatic nail guns.
- Individual has learned how to use basic algebra, geometry, and trigonometry in their building methods.
- Calculate basic square footage, circumference and volume
- Understanding, and application, of square. Pythagorean theorem (3, 4, 5)
- Basic understanding of a speed square and framing square

**Basic Vehicle Requirements** - Transportation/ability to drive personal vehicle

**Personal Tool Requirements** - Tool bag, framing hammer, measuring tape, speed square, 2 carpenter's pencils, wood chisel, pry bar. - Chalk line, Cordless drill, basic socket set, Catspaw, Flat pry bar, Crescent wrench & Channel locks, Dykes(wire cutters), Drywall saw.

**PPE - Personal Protection Equipment** - Gloves, Safety Glasses, work boots

**Company Provided Property**– After completion of the 90 day introductory period, the Company provides shirts and hat

**Submit an application at [4fortyfour.com/careers](https://4fortyfour.com/careers)**