

# **Journeyman Job Description**

The role of Journeyman 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)**

- Be reachable through answering your phone, emails, and texts and returning them in a timely manner
- Planning to have the tools necessary to do the job
- Continues to keep work areas clean and organized, tools regularly serviced along with any and all equipment & trailers

## **Administrative Responsibilities:**

- Effectively communicating job information to Crew Leader
- Daily recording an accurate log of time spent on each project
- Daily Uploading any receipt or purchase invoices
- Consistently turning in time sheet each week and cc-ing Crew Leader as well as the
  office

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

- Helping assist the Crew Leader with jobsite climate and momentum
- Offer ideas in group discussions on how to implement the day and week ahead
- Offer insights into effectiveness and efficiencies from the past week, communicated directly to the Crew Leader
- Has shown the ability to lead self in staying busy during all times of the work day.
- Group Risk has been accepted
- Team member has a heart to impart the knowledge he/she has gained to Apprentices and Laborers
- Team member is able to authentically motivate and inspire others to rise up in their current role and responsibilities
- Completed their "Life In Order Document" and has reviewed with a mentor
- Mentored, and advanced, another apprentice on their path to maturity by training them to take their place.

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

• Set up and take down scaffolding safely, in correlation with OSHA practices



- Layout proper basic walls
- Install roof sheathing and sheer walls
- Measure, layout, cut and install window & door headers
- Install all major fasteners, including hangers, tiedowns, etc.
- Dry-in and shingle roof to completion
- Basic paint, stain, & caulking skills
- Mix and tend concrete pour.
- Has knowledge and proficiency of all related tools and equipment in the custom home building industry
- Basic Math related construction skills to do take-off calculations (areas, volume, geometry)
- Time management of take offs through prioritizing and acknowledging key sequences
- Be able to select quality materials and reject materials that do not meet standards related to the application (moisture content, species, finish/knots/stain/paint)
- Communicate additional time and materials needed not established in the initial scope of work/objective.
- Daily awareness of safety and job site cleanliness

Basic Vehicle Requirements - Transportation/ability to drive personal vehicle

**Personal Tool Requirements** - Tool bag, framing hammer, measuring tape, speed square, 2 carpenters 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. 4ft & 80" level, 12" chopsaw w/stand, table saw w/stand. saw horses, 4ft step ladder, circular saw, 2- extension cords, Corded drill with paddle bits, drill bits, and drivers, Corded sawzaw, Jig saw, Router w/ multiple heads(door Jigs), Framing square with stairs sets, Sledge hammer, shovel, broom, shop vac, Pneumatic framing gun with air hoses and compressor, Assorted fasteners.

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

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

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