

Job Description



General Information

Job Title:	Lead Hand
Reports To:	Project Manager, General Manager
Direct Reports:	Carpenters, Carpenter Helpers

Basic Function

The Lead Hand executes on the Project Manager's scope, schedule and budget through effective on-site planning and organization of subcontractors and Twin Lions labour.

Qualifications

- Minimum one-year experience in a supervisory position and at least five years experience as a building tradesperson.
- Valid journeyman's certificate as a Carpenter (or 4th year awaiting certification hours).
- Ability to interpret technical specifications (blueprints, drawings, instructions, spec sheets).
- Strong interpersonal, verbal, and written communication skills.
- Ability to foster a positive team environment, pitching in when required to ensure necessary project work is completed on time.
- Natural attention to detail that minimizes on site errors and ensures tasks are completed to clients' and Twin Lion's standards and expectations.
- Strong mechanical skills (tool manipulation) and ability to choose the right tool(s) and equipment to complete a task.
- Ability to effectively communicate, train and monitor others on job related tasks.
- Ability to maintain a high level of professionalism and positive demeanor while working.
- Possess up to date knowledge of key policies, codes, regulations, and safety standards both district and governmental and how to access same (e.g., how to read code books).
- Buildertrend experience an asset.

Duties

- Adhere to the Project Schedule.
- Promptly deal with any project team concerns, or the concerns or capability of particular employees.
- Liaise efficiently and effectively with subcontractors.
- Prepare the job site for project execution.
- Perform demolition work.
- Perform forming, framing, and finishing construction tasks.
- Coordinate pickup and ensure accuracy of materials delivered, including occasional material run.
- Monitor work being done by Carpenters and Carpenter's Helpers, provide feedback and coaching where required.
- Monitor the site and adjust promptly when safety requirements are not being met.
- Facilitate the transfer of skilled knowledge to the project team to improve the overall Twin Lions skill and quality level.
- Clean up at the end of each day and maintain a clean job site while working.
- Use Twin Lions processes and software as necessary (T-Sheets, Buildertrend), including Toolbox Meeting Record and Daily Logs.
- Follow the Twin Lions code of conduct.

Performance Evaluation Criteria

Twin Lions Contracting lives and works by a set of core values that are the foundation of our Company. Our focus on evaluation criteria relies less on individual duties and more on alignment with our core values. In this context, performance will be evaluated on the following five criteria:

- Ability to perform necessary day-to-day duties
- The extent to which our core value, "renovating with pride", is modeled
- Ability to communicate and form positive relationships with team members, clients, sub-trades, and suppliers
- Ability to troubleshoot issues and to develop thoughtful, creative, and safe solutions to make things work
- Ability to contribute positively to the Twin Lions team and have fun doing it!

Additional information

This description is not an exhaustive list of all requirements of this position. Other tasks may be assigned, and personal judgement should be used to ensure your position is contributing to Twin Lions success.

Job Description Signatures

Receiver: _____

Date: _____

Presenter: _____

Date: _____