



LEAD CARPENTER JOB SCOPE & CRITERIA

POSITION

Scene Ideas Inc. is seeking an experienced Lead Carpenter. The Lead Carpenter will be responsible for the planning, supervision and control of carpentry builds for Scene Ideas. This individual will work in conjunction with the Shop Manager and Director of Fabrication to oversee completion of carpentry project builds including managing other builders when necessary. We are looking for a high energy, positive and enthusiastic team member who can thrive in a fast-paced live events-based business. Our ideal candidate is a team player who can multi-task, think outside of the box and take initiative to step up and get the job done. This position will primarily take place in our carpentry shop however there may be requirements to work offsite at event job sites as required by our projects.

OBJECTIVE

To oversee all carpentry builds for Scene Ideas to completion ensuring they are completed on time and on budget.

GENERAL DUTIES

- Work in conjunction with the Shop Manager and Director of Fabrication to plan and schedule carpentry builds
- Oversee completion of carpentry project builds
- Identify and report any inefficiencies or perceived shortages in manpower, stock, or equipment
- Supervise assigned staff as needed in the carpentry shop which may include full-time, part-time, interns / apprentices or temporary staff
- Assist crews as needed onsite at event job sites
- Ensure all tools are accounted for and in good working order
- Establish and maintain weekly status reports on current projects
- Maintain the highest standard of production quality
- Follow and maintain safety standards and procedural guidelines
- Contribute to a positive, professional and team-oriented atmosphere
- Other duties as assigned

SKILLS & EXPERIENCE REQUIREMENTS

- Minimum of five (5) years of professional experience as a lead carpenter
- High school diploma or equivalent
- Must possess and maintain a valid driver's license with clean driving record
- Thorough knowledge of structural and mechanical construction including materials and techniques for scenic fabrication and wood working
- Proficient at building straight / curved stairs
- High functioning ability to read and interpret blueprints, Vectorworks and other technical drawings for layout and material takeoffs and cutting lists
- Working knowledge of various computer aided drafting platforms including Vectorworks
- Familiar with jig design
- Comprehensive training / certification in the safe operation of stationary and portable power tools, hand tools and other equipment
- Strong knowledge of current health and safety standards and how to implement

LEAD CARPENTER JOB SCOPE & CRITERIA

- Ability to ensure crews are safe and operating in accordance with company policies, health and safety guidelines and regulations
- Excellent organizational and time management skills
- Capacity to establish priorities and work under pressure
- Flexibility and adaptability to changing workloads
- Excellent customer service skills
- Ability to liaise well with others and work within a team in a supervisory role
- Problem solving and attention to detail
- Ability to think critically and make sound decisions
- Ability to work and think independently without direct supervision
- Willingness to work additional time where necessary to complete tasks and meet deadlines

PHYSICAL REQUIREMENTS

- Must be able to lift and carry seventy-five (75) pounds
- Must be able to climb and work from a ladder and personal lift
- Must have the vision and dexterity to safely operate stationary and portable power tools and hand tools

EXPECTATIONS

- To always conduct oneself in a courteous and professional manner
- To contribute in positive ways that foster a collaborative, team orientated work environment
- To always respond to all communications, verbal or written, in a timely manner
- To approach workflow in a proactive fashion, following up with relevant parties as needed
- To be forward thinking, always considering the bigger picture and how to best achieve it
- To make recommendations and suggestions to improve workflow and efficiencies
- To finish tasks to completion
- To provide updates and status reports regularly especially when tasks have been completed
- To clarify any tasks, items or requests that are unclear or require more explanation
- To ask for help when needed
- To express and share goals for professional development
- To support teammates
- To understand and adhere to the company's code of conduct

RATE & HOURS

- Starting rate is between \$25.00 to \$30.00 / hour based on experience
- Schedule is based on a 40-hour work week
- Office hours are Monday to Friday from 7:30 am to 4:00 pm with evenings, weekends, and overtime on job sites as necessary
- This position will primarily take place in our office/shop in Richmond however there will be requirements to work offsite at event job sites as required by our projects.



LEAD CARPENTER JOB SCOPE & CRITERIA

- Eligible for participation in Scene Ideas Inc.'s benefit plan which includes medical, extended health and dental coverage along with paid holidays following successful completion of 3-month probation period (company and employee split the benefit plan costs equally)

OTHER

- International applicants not currently residing in BC or holding valid work permits will not be considered