

ESSENTIAL QUALIFICATIONS **FOR FOREMEN**

Foremen employed by Tri-Ply Construction, LLC should have knowledge and skills necessary to perform the duties of a carpenter as stated in the Washington State Public Works Law, Chapter 39.12 RCW. **Foremen** at Tri-Ply Construction, LLC. will be responsible to interface with project managers and customers and lead construction crews and oversee the work of Subcontractors and other trades. Foremen are responsible for safety on the jobsite. Foremen are responsible to mentor and train employees. Foremen must also be experts in the construction, erection, installation and repair of structures, structural members and fixtures made of wood, plywood, wallboard and materials that take the place of wood, such as plastic, metals, composites, and fiberglass, using carpenter hand tools and power tools.

EDUCATION

A high school education or GED is desirable for this position.

EXPERIENCE

A minimum of five years construction experience is required including being foreman or lead man on one or more construction projects.

TECHNICAL SKILLS AND ABILITIES

- ✦ Must be able to read, write and speak English.
- ✦ Must be able to speak and understand English.
- ✦ Must be able to read and understand blueprints.
- ✦ Must be able to effectively direct subordinates to accomplish required tasks. ✦
Must be able to operate the following equipment:
 - ❑ Fork Lift
 - ❑ Laser Level
 - ❑ Transit
 - ❑ Scissor Lift

NON TECHNICAL SKILLS AND ABILITIES

- ✦ Must be able to interact effectively with subordinates, the public, customers and others in the industry.
- ✦ Must be able to work effectively under pressure.

PHYSICAL SKILLS AND ABILITIES – ESSENTIAL JOB FUNCTIONS

Essential job functions performed by employees of Tri-Ply Construction, LLC. in the **Foreman** classification include, but are not limited to, the duties outlined below. In addition to being willing and able to perform these functions in an effective manner, the applicant must be able to physically perform the following when hired:

- ✦ Direct and manage all aspects of the construction project
- ✦ Build rough wooden structures, such as concrete forms, scaffolds, wooden bridges, trestles, coffer dams, tunnel and sewer support; welding and burning.
- ✦ Install ladders, handrails, walkways, platforms and gangways. Install door and window bucks (rough frames in which finished frames are inserted) in building frame work and brace them with boards nailed to frame work. Install sub-flooring in buildings. Nail plaster grounds (wood or metal strips) to studding. Fit and nail sheathing on outer walls and roofs on buildings.
- ✦ Construct, erect, install and repair commercial, industrial and residential structures.
- ✦ Select specified type of lumber and other materials. Prepare layout, using rule, framing square and calipers. Mark cutting and assembling lines on materials, using pencil, chalk, and marking gauge. Shape materials to prescribed measurements, using saws, chisels, and planes. Assemble, cut and shape materials and fasten them together with nails, dowel pins, or glue. Verify trueness of structure with plumb bob and carpenter's level. Apply decorative paneling to walls.
- ✦ Erect frame work for structures and lay sub-flooring. Cover sub-floor with building paper to keep out moisture and lay hardwood, parquet and woodstrip-lock floors by nailing floors to sub-floor or cementing them to mastic or asphalt base. Build stairs and layout and install partitions and cabinets.
- ✦ Install metal roof decking and metal siding, regardless of the fastening method, or what it is fastened to. Install all other types of siding, regardless of the fastening method, or what it is fastened to.
- ✦ Fit and install prefabricated wooden cabinets, window frames, door frames, doors, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops and kick plates.
- ✦ Apply acoustical tile to ceilings and walls of buildings to reduce reflecting or sound and to decorate rooms.

- ✦ Cement tile to masonry surface. Nail channels or wood furring strips to surface to provide mounting for tile. Place building paper between tile and furring strip to keep out moisture. Nail, screw, or staple tile to wooden furring strips. Nail or screw molding to walls to support and seal joint between ceiling tile and wall. Hang dry lines to wall molding. Drive hanger inserts into reinforced concrete ceiling, suspend and bend hanger wires at points touching dry lines. Thread wires through holes in main runners and cut and attach cross supports to suspended runners and wall molding. Cut tiles for fixtures and borders and insert tiles into supporting frame work.
- ✦ Perform other duties as assigned.

In order to perform the above job functions, an applicant **must** be able to, among other things:

- ✦ Lift construction equipment and/or materials weighing up to 100 pounds.
- ✦ Lift, kneel, bend, stoop, squat, climb and crawl.
- ✦ Stand for up to eight hours per day, depending on task requirements.
- ✦ Occasionally work at heights.
- ✦ Sustain repetitive hand motion.
- ✦ Negotiate around job sites composed of various terrain.
- ✦ Schedule employees and subcontractors.
- ✦ Direct the work of employees and subcontractors.
- ✦ Represent the company to the customer and appropriate others.
- ✦ Ensure that proper equipment is in place when needed.
- ✦ Monitor employee time reports.
- ✦ Make sure job site remains safe; in compliance with “**Tri-Ply Construction, Inc. Safety Program**”.

UNUSUAL WORKING CIRCUMSTANCES

- ✦ Must be willing to tolerate exposure to temperature extremes while working outdoors, year-round, on job sites.
- ✦ Must be able to travel out of town.
- ✦ Must be willing to be exposed to potentially hazardous materials. **Material Safety Data Sheets (MSDS)** are required reading prior to employment.
- ✦ Must furnish his/her own hand tools. (Required tool list attached).
- ✦ Must be willing to use personal vehicle.

LICENSURE / CERTIFICATION

- ✦ Must have a valid Washington State driver's license.

ATTENDANCE REQUIREMENTS

- ✦ Must be able to work at least an eight hour shift per day, Monday through Friday, with a one-half hour lunch break and a fifteen minute break each half shift.
- ✦ Must be able to work infrequent overtime.

Management reserves the right to change the duties and qualifications given on this description at any time.

Signature: _____ Date: _____
Superintendent

Signature: _____ Date: _____
Employee

LIST OF REQUIRED HAND TOOLS FOR CARPENTER/CARPENTER SUPERVISOR

- ✦ Tool Bag
- ✦ Nail Puller
- ✦ Tri Square
- ✦ Tie-wire Pliers
- ✦ Utility Knife
- ✦ Sturdy Work Gloves
- ✦ Chalk Line
- ✦ Measuring Tape – 25'
- ✦ Hammer
- ✦ Chisel
- ✦ Framing Square
- ✦ Standard and Phillips Screwdriver
- ✦ Rubber Gloves
- ✦ 2' and 4' Level
- ✦ Measuring Tape – 50' and 100'
- ✦ Plum Bob

**FINAL APPLICANTS MUST PASS
A DRUG/ALCOHOL SCREEN**

**APPLICATION FOR EMPLOYMENT
Tri-Ply Construction, LLC**

| | | | |
|-----------------------------------|------------|-------------------|----------------------------|
| Last Name | First Name | Middle Name | Application Date |
| Current Address (Number & Street) | | Home Phone Number | Message/Emerg Phone Number |
| City, State & Zip | | | Social Security Number |
| Email Address: | | | |

EMPLOYMENT DESIRED

| | |
|---|---|
| Position Desired | |
| Have you worked for our company before? Yes ___ No ___ (If yes, state date) | Will you accept part-time work? Yes ___ No ___ Will you accept temporary work? Yes ___ No ___ Salary or wage desired: |

U.S. MILITARY SERVICE

| | | |
|---------------------|-----------------|----------------------|
| Service Branch: | Final Rank: | Military Occupation: |
| Education/Training: | Date Entered: | |
| | Date Separated: | |

PERSONAL

| |
|--|
| Are you able to perform the duties and meet the qualifications of the position for which you are applying with/without reasonable accommodations? Yes ___ No ___ |
| Do you have transportation? Yes ___ No ___ |
| Hobbies or interests: |
| |

EDUCATION AND TRAINING

| |
|---|
| 1. Circle the highest grade completed: Grade 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 |
| 2. Name of High School: _____ Did you graduate? Yes ___ No ___ Name of College: _____ Did you graduate? Yes ___ No ___ College Major: _____ College Minor(s): _____ |
| 3. Graduate Work: |
| Other education or training which may help us better place you: |
| |

| Last Employer First From / To | Employer's Name, Address & Phone Number | Position Held | Reason For Leaving |
|-------------------------------|---|---------------|--------------------|
| / | Name: | Position: | |
| / | Street: | Supvr: | |
| Phone # | City: | | |
| / | Name: | Position: | |
| / | Street: | Supvr: | |
| Phone # | City: | | |
| / | Name: | Position: | |
| / | Street: | Supvr: | |
| Phone # | City: | | |

May we contact your current employer for a reference? Yes _____ No _____

List equipment you can operate: _____

I have performed the following jobs for which I am presently qualified. (List in order of skill)

| Job | Skill Performed | For Whom |
|-----|-----------------|----------|
| 1. | | |
| 2. | | |
| 3. | | |

CERTIFICATION:

I authorize investigation of all statements contained in this application. I authorize the employers, schools or persons named above to provide information regarding my employment, education, character and qualifications to the Company. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated at any time with or without cause and with or without previous notice. No manager, supervisor, representative or agent of the company, other than the President, has any authority to enter into any agreement with me for any specified period of time, or to make any agreement contrary to the foregoing. I further understand and acknowledge that nothing contained in the employee manual received by me at the commencement of my employment, if hired, nullifies, or modifies the foregoing.

My signature below certifies that all information in this application is correct and complete to the best of my knowledge and belief, and I understand that intentionally giving false information could result in refusal of employment, or discharge. This application will remain under active consideration for applicable job openings which occur within 90 calendar days from the date on this application. I agree, upon request, to submit to a blood or urine test to detect drug usage and recognize that said test will be used to determine suitability for initial or continuing employment. As a final applicant I also agree to pay for the cost of the urine drug/alcohol screen; the cost of which will be reimbursed to me after negative test results are confirmed or if I voluntarily leave the company within 1 month of my hire date. **I further agree to have the above amount deducted from my paycheck in the event of a voluntary leave or positive drug test result.**

I understand and agree to the above terms:

Signature: _____ Date: _____