

Job details

Salary

Up to \$28 an hour to start

Job Type

Full-time/Non-exempt

Qualifications

- Driver's License (Required)
- Minimum 6 years of on-the-job carpentry experience, remodeling, and framing
- Cabinet shop experience a plus

Full Job Description

Carpentry Project Manager

Newcap Builds Community, Inc.

Green Bay and Northeastern Wisconsin

Summary of the Role

We are seeking to add a professional, loyal, and knowledgeable Project Manager who is energetic, enthusiastic, dedicated and will give 100% to the job, our organization and those we serve. Work in an always changing and interesting mix of residential and light commercial, new construction and remodeling. Involves rehab/repair or build new; rough framing; insulation; drywall; tape, top & texture of drywall; siding; painting; and finish carpentry. We cross train all our workers. So, it is not unusual to see our Journeyman Electrician and Plumber doing a variety of construction related tasks. We work in teams and assist each other as needed!

You will not be bored with us! This individual must demonstrate strong problem-solving skills, have the ability to multi-task, effectively communicate with our internal and external customers and office personnel, have the ability to professionally represent our agency, and have a sense of humor because while we take what we do seriously, we love to laugh at ourselves. Well, and each other.

Why Join Newcap Builds Community?

Newcap Builds Community is a for-profit wholly owned subsidiary of Newcap, Inc. We perform high quality, cost effective (but never "cheap") construction for any client. We initially recognized the need for construction services in our communities – especially for our low and moderate income consumers - as well as the need to create a place for workers to learn new skills and/or expand their current skills. We know that our excellent services are valued by all who want to improve their existing home or build new. We give the added benefit of knowing that the proceeds benefit a non-profit purpose!

Essential Duties and Responsibilities of a Carpentry Project Manager

- Maintain accurate records of material and labor on the job site.
- Oversee assigned projects
- Maintain a clean and orderly jobsite
- Schedule dumpster deliveries as required
- Assist Superintendent and Construction VP in developing and updating schedules
- Plan, do, check, act, as necessary to maintain an efficient workflow to meet schedule demands
- Assign duties and manage construction workers under your purview

- Communicate as needed with building inspectors and architect
- Ensure timecards are properly filled out and submitted to Construction Administrator on time
- Provide material take-offs, assist in estimating, & oversee subcontractor and material vendors
- Maintain accurate inventory of materials, tools and equipment.
- Operate and maintain the tools and equipment assigned.
- Perform tasks per work order and program specifications, residential repair work, and general carpentry tasks.
- Assist workers with honing their skills and train as necessary
- Load and unload materials for jobs.
- Demo and clean up of sites as needed
- Comply with OSHA and program health and safety standards.
- Communicate with Co-Workers, Superintendent of Construction, VP of Construction & Safety, Construction Office Administrator, administrative staff and management.
- Communicate with and maintain complete client confidentiality.
- Attend training as needed and/or mandated to fulfill job requirements to include but not limited to certifications for 10 Hr. OSHA Construction Health and Safety
- Attend program, departmental and agency meetings.
- Drive personal or company vehicle to assigned worksites in service area.
- Be reliable, dependable, prompt, organized, detail oriented and ability to work well with minimal supervision – in short, just like you would want your team to be.
- Be pleasant, professional, and courteous – just what you would expect from others
- Show respect and treat all people with dignity – of course, right?
- Be flexible and able to adapt to different situations – because every day is a brand new day!
- Communicate effectively and openly.

EXPERIENCE AND SKILLS REQUIREMENTS:

- Although this is a management position, hands-on working will be required at times. Project Manager must have hand tools levels, hammers, screw drivers, flat bar, nail puller, chalk box, string line, tape measure, speed square, framing square, pencils, chisels, box knife, drill bits, plumb bob, keyhole saw, knee pads, general duty work gloves, flashlight, scratch awl, electrical tester, tool apron, drywall taping & topping tools, putty knife, pliers, nail sets, drywall T-square, etc. needed to complete their work duties. **Employer will provide:** safety glasses, hearing protection, specific hazard duty gloves such as nitrile gloves, Tyvek suits if needed, power tools, respirators, and first aid kits. We will supply power tools
- Must be willing to cross train and perform other construction related duties, such as occasional drywall installation, minor framing and finish work tasks. No stagnation or boredom here!
CERTIFICATIONS and Additional Skills/Experience– Preferred Not Required
- 10 Hr. OSHA Construction Safety & Health
- Lead safe trained (or we will provide this training as needed)
- Hands-on experience with estimating, plan reading, scheduling, plumbing, electrical, HVAC, excavation work, concrete work, roofing, cabinetry, wallpaper install, or other related construction activities
- Must be vaccinated against Covid and current with CDC recommended boosters (our clinics give them!) **Benefits:**

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$20 million (and growing) 10 county organization where over 97% of our 135+ staff say “we makes a substantive difference in our community,” We offer:

- Full time, stable, year-round work.

- Monday through Thursday work week, Day shift
- Over 4 weeks of paid time off in year one
- 15 paid holidays
- Medical insurance with very low premiums for you AND your family (they become our family too)
- Dental insurance that has no premium after the first year as long as two dental cleanings per year
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program
- Ongoing training and education
- Employee and family events
- Family friendly, family minded organization ... and the people who work here Pay: Starting at \$28 per hour Work location:
Multiple work locations