



# FERGUSON BUILDERS

## Skilled Carpenter

### Minimum Requirements:

1. Minimum 5 years of infield experience
2. Clean Driving Record
3. Must be able to lift and maneuver up to 80lbs

### Key Result Areas

#### 1. **People:** Motto – communicating & developing

---

- a. **Supervisor:** Communicates with his supervisor in a timely manner to keep him/her up to date on task status, needs, etc.
  - i. *Creates Daily Logs at the end of each day*
  - ii. *Regular Communication through face-to-face meetings, phone calls, emails, and texts.*
- b. **Ferguson Builders' Team:** Develops, guides, and assists others on the team in the Ferguson Builders' Manner and a personalized way to assist the Foreman and help them better fulfill their KRAs.
  - i. *Knowing/understanding/listening to other team members*
  - ii. *Oversees other team member's production*
  - iii. *Assists in training other team member's*
- c. **Subcontractors & Vendors:** Acts and communicates with subs, vendors, and clients in a Ferguson Builders' Manner and personalized manner to better fulfill the Project KRAs (see above).
  - i. *Assisting with making sure job site is prepped for subcontractors*
  - ii. *Assisting with making sure subs have what they need*
  - iii. *Assist with daily communication on the subcontractor's progress, concerns, and changes.*
- d. **Clients:** *Assisting with client communication*
  - i. *Inputs daily logs*
  - ii. *Communicates any daily customer concerns or desired changes with supervisor*

#### 2. **Project:** Motto – delivering quality while increasing profits

---

- a. **Truck & Tools:**
  - i. **Vehicle:** Possesses a reliable vehicle.
  - ii. **Tools:** Lead Carpenter must possess both air and hand tools to properly complete any facet of project construction from framing to punch out.
- b. **Production:** Delivers high-quality workmanship to increase profits.
  - i. *Properly set up and climb ladders.*
  - ii. *Assist in demolition.*
  - iii. *Protecting the job site from any water damage and providing dust barrier separation.*
  - iv. *Perform all framing in a professional and precise fashion according to code.*
  - v. *Proper setting of all windows and doors.*
  - vi. *Setting stairs and completing all aspects of trim.*
  - vii. *Setting all vanities and basic cabinetry.*
  - viii. *Properly install exterior siding.*
  - ix. *Performing all aspects of punch-out in a timely fashion.*

Initials: \_\_\_\_\_



# FERGUSON BUILDERS

- x. *Efficiently uses time to meet or beat allotted time frame*
  - xi. *Completes tasks properly to eliminate call-backs; Minimizes mistakes*
  - xii. *Makes onsite decisions and judgment calls when necessary*
  - xiii. *Basic knowledge of installing flooring, tile, and roofing.*
  - xiv. *Oversees/Inspects work of the team and/or subcontractors when needed*
  - xv. *Understands when the Ferguson Builders' team should complete work or when a subcontractor should be hired (decision based on how busy Ferguson Builders is, what skills the team currently has, etc.)*
  - xvi. *Able to drive Ferguson Builders trucks and trailers when necessary*
- c. **Procurement:** When needed, procures materials in a timely manner which allows the project to run smoothly without hold-ups.
- i. *Ordering/or delegating the ordering of the correct amount of materials (not too much, not too little)*
  - ii. *Picking up/scheduling delivery/ delegating pick up of materials (not too early, not late)*

### 3. **Professional:** Motto – learning & advancing

---

- a. Seeks out and participates in activities to develop personal growth in the trades and management to better fulfill the above KRAs.
- i. *Finds opportunities for self and the Ferguson Builders' team*
  - ii. *Reads/Listens to books, podcasts, magazines, ads*
    - 1. *Book Suggestions*
      - a. *Overcoming the Five Dysfunctions of a Team – Patrick Lencioni*
      - b. *7 Habits of High Effective People – Stephen R. Covey*
      - c. *Who Moved my Cheese – Spencer Johnson*
      - d. *Others in Cowork*
    - 2. *Magazines:*
      - a. *Trade Specific Magazines*
        - i. *JLC*
        - ii. *Others in Cowork*
  - iii. *Attends professional development*
  - iv. *Learns from other team members*

*\*Italicized lists are not all-inclusive ways to meet the KRA. Since we are a small and growing company, you will be asked to complete other tasks, not on this list.*

Initials: \_\_\_\_\_



# FERGUSON BUILDERS

## compensation

1. **Hourly Rate: \$18 - \$30**

---

- a. Compensation will be determined based on experience
- b. Estimated 40 hours per week
- c. Overtime (over 40 hours per week) will be compensated at time-and-a-half
- d. Payment will be by direct deposit every two weeks

2. **Profit-Share:**

---

- a. Team Members are eligible for Profit-Share after their first 90-days and if they are in good standings.
- b. Ferguson Builders is committed to rewarding team members monetarily based on a
  - i. The overall success of Ferguson Builders projects
  - ii. Team Member’s contribution to the organization and to the jobs they worked on
  - iii. Team Member’s level of responsibility
- c. Profit-Sharing happens on a quarterly.

3. **Time Off:**

---

- a. Team Members are eligible for Paid Time Off after their first 90-days and if they are in good standings.
- b. All time off must be submitted for approval 2 weeks in advance.
- c. **Non-Paid Time Off:** Non-paid time off can be requested at any time with the above 2-week notice.
- d. **Paid Time Off:** 40-80 hours
  - i. Paid time off is given annually (January 1-December 31), must be used during the calendar year given, and does not accumulate or rollover year-to-year.
- e. **Holidays:** Ferguson Builders will not conduct work on the following days: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Ferguson Builders does not recognize any holidays as Paid Holidays. You are given Paid Days Off so you can decide which holidays you would like to observe as Paid Holidays.

4. **Other:**

---

- a. **401k:**
  - i. Eligibility: You are eligible after working 1 year and at least 1,000 hours
  - ii. Ferguson Builders will match 100% up to the first 3% of your income and 50% of 4-5%
  - iii. Advising through a third-party financial advisor is provided
- b. **Mileage Reimbursement:** When applicable, Ferguson Builders will reimburse miles driven with a personal vehicle at \$0.54 per mile. (See Team Member Handbook for stipulations)
- c. **Ferguson Builders Events:** Baseball Game, Summer Family Picnic, Christmas Dinner
- d. **Various Vendor Discounts:** When applicable, team members can purchase items using the Ferguson Builders discount (Verizon, Jeff Lynch Appliances, Wayfair, Wholesale Suppliers, etc)

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

