**GORDON**®
ARCHITECTURAL+ENGINEERED SOLUTIONS

**Position Description:** <u>Carpenter - Crating</u>

**Immediate Supervisor:** Team Leader – PCL/Crating

**Job Summary:**
The Carpenter will use woodworking skills to build and crates for our products.

**Supervisory Responsibilities:**
- None.

**Duties/Responsibilities:**
- Collaborates with other employees concerning work orders, prints, and sketches to understand the crate that needs to be built.
- Accurately records all material usage for each work order and special projects.
- Estimates equipment, tool, and material requirements.
- Builds crates, as assigned.
- Operates all necessary tools to complete a job.
- Ensures tools and equipment are properly cleaned, stored, and maintained for optimum performance and safety.
- Follows all safety rules and maintains a clean environment.
- Understands and follows Job Safety Analysis for this position.
- Wears eye protection, hearing protection and any other designated PPE.
- Performs other related duties as assigned.

**Required Skills/Abilities:**
- Thorough understanding of the correct and safe operation of all related tools and equipment.
- Excellent verbal and written communication skills.
- Ability to draw accurate sketches to communicate the specifications for projects.
- Ability to take accurate measurements and calculations.

| Physical Requirements | |
|---|---|
| N (Not Applicable) | Activity is not applicable to this occupation. |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0- 2.5+ hours/day) |
| F (Frequently) | Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day) |
| C (Constantly) | Occupation requires this activity more than 66% of the time (5.5+ hours/day) |

| Physical Abilities | | Push / Pull | Lift / Carry |
|---|---|---|---|
| Stand…………… C   Reach above shoulder… C | | $\leq$ 12 lbs……… C | $\leq$ 10 lbs………. C |
| Walk…………….. C   Climb……………………. O | | 13-25 lbs……. C | 11-25 lbs……… C |
| Sit……………….. O   Crawl……………………. N | | 26-40 lbs……. C | 26-56 lbs……… C |
| Hands/fingers   C   Squat or kneel…………. C | | 41-100 lbs….. C | 57-100 lbs……. N |
| Reach outward……… C   Bend……………………. C | | | > 100 lbs……… N |

By signing below I acknowledge and understand the requirements of the position as listed above.

_____                          _____

Signature                                                                                          Date


_____

Print Name