



Job title	Concierge Services Carpenter
Business card	Concierge Services Carpenter
Reports to	Concierge Services Lead Carpenter

Position Summary

Under the direction of the Concierge Services Lead Carpenter, the Concierge Services Carpenter I performs residential construction, remodeling, repair, maintenance, and related carpentry work as part of the Concierge Services team. This position works primarily alongside a Lead Carpenter or other Teakwood team member but must also be capable of completing appropriately assigned tasks independently. The Carpenter I is responsible for quality work, productivity, safety, jobsite cleanliness and protection, communication with the Lead Carpenter, and professional interaction with Clients. The position does not have responsibility for project scheduling, supervision of personnel or Trade Partners, project budgets, or overall project management.

Essential Functions

The duties listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar or logically related. Other duties, responsibilities, and activities may change or be assigned at any time, with or without notice.

Planning and preparing

- Reviews assigned work, instructions, and relevant drawings or specifications with the Lead Carpenter
- Understands the expected outcome of assigned tasks and asks questions when clarification is needed
- Gathers and prepares necessary tools, equipment, and materials
- Identifies missing materials, tools, information, or potential problems and communicates them promptly
- Prepares and protects work areas and Client property
- Assists with material handling, deliveries, jobsite setup, and project preparation.
- Completes appropriately assigned tasks independently when directed

Production and quality control

- Performs residential construction, remodeling, repair, maintenance, and carpentry tasks appropriate to experience and skill level

- Work may include demolition, framing, exterior and interior trim, installation, repair, punch-list work, maintenance, and general construction activities
- Completes assigned work efficiently and to Teakwood quality standards
- Checks own work for accuracy, completeness, fit, finish, and quality
- Recognizes and promptly communicates problems affecting quality, schedule, Client property, or subsequent work
- Uses materials responsibly and properly uses, maintains, and stores tools and equipment
- Assists Lead Carpenters, other Carpenters, Apprentices, and Trade Partners as directed
- Maintains jobsite cleanliness, security, and protection from damage
- Cleans and secures the worksite when completing an independent assignment

Communication and customer service

- Communicates regularly with the Lead Carpenter regarding progress, questions, problems, material needs, and unexpected conditions
- Communicates professionally and respectfully with supervisors, coworkers, Trade Partners, Clients, and others
- Interacts courteously and respectfully with Clients while working in their homes.
- Refers questions about scope, schedule, cost, changes, or project decisions to the Lead Carpenter or Project Manager
- Protects Client property and does not use Client-owned equipment, tools, or cleaning supplies
- Provides appropriate dust and surface protection and routinely cleans work areas
- Recognizes the care required in occupied homes, including cleanliness, privacy, security, noise, disruption, and Client comfort
- Accurately completes required timekeeping and routine project documentation

Safety

- Performs work in accordance with Teakwood safety policies and applicable jobsite requirements
- Maintains a clean and orderly worksite
- Uses tools, machinery, ladders, PPE, and other equipment safely and appropriately.
- Inspects tools and equipment before use and reports unsafe or malfunctioning equipment
- Uses only tools and equipment for which appropriate knowledge, training, and authorization have been provided
- Promptly reports unsafe conditions, hazards, injuries, or property damage.
- Follows applicable Hazard Communication, safety data sheet, fire protection, and jobsite safety procedures
- Maintains company vehicle, if assigned, in a safe, clean, and orderly condition

Knowledge/Skills/Abilities

- Working knowledge of materials, methods, hand tools, power tools, and equipment used in residential construction and remodeling

- Practical construction arithmetic, measurement, fractions, basic geometry, and related calculations
- Ability to understand basic construction drawings, sketches, dimensions, and written instructions, with guidance as needed
- Understanding of professional customer service expectations when working in Clients' homes
- Carpentry and general residential construction skills appropriate to experience level
- Critical thinking, practical problem-solving, attention to detail, and quality workmanship
- Ability to work cooperatively as part of a team and complete appropriately assigned tasks independently
- Ability to organize and prioritize assigned work, exercise sound judgment, and seek direction when appropriate
- Basic use of email, internet, timekeeping applications, and company project-management software

Education/Experience

- High school diploma or GED preferred
- Approximately three years of full-time equivalent residential construction, remodeling, carpentry, or closely related work experience preferred
- An equivalent combination of relevant education, training, and practical work experience may be considered

Schedule/Work Environment

- Full-time, 40 hours/week, generally Monday-Friday, 7:00 a.m.-3:30 p.m., with a 30-minute unpaid meal/personal period
- Minimal overtime may be required as needed; flexible hours may occasionally be required based on Client needs or jobsite conditions
- Work is performed primarily on residential jobsites and may include local/regional travel
- Work may be indoors or outdoors and include typical construction noise, dust, and weather conditions
- Requires prolonged standing, walking, bending, stooping, kneeling, climbing, reaching, and related physical activity
- Must be able to safely lift and move construction materials, tools, and equipment weighing up to 80 lbs.

AAP/EEO Statement

Teakwood Builders, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to any characteristic protected by federal, state, or local laws.

August 19, 2026