

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Carpenter's Assistant</b>
<b>Years of Experience Required:</b>	<b>N/A</b>
<b>Education/Training Required:</b>	<b>High school diploma.</b>
<b>Tickets Required:</b>	<b>WHMIS, Fall Arrest, Elevated Platform (Will train.)</b>
<b>Reports to:</b>	<b>Lead Carpenter and/or Apprentice Carpenter</b>
<b>Hours per Week:</b>	<b>40 - 50</b>
<b>Rate of Pay:</b>	<b>Commensurate with experience.</b>
<b>Start Date:</b>	<b>Immediately</b>

**Who We Are:** *"We build, restore, furnish and maintain fine homes."*

Since 1981, Bradford M. Hubbard Construction Inc., operating as Hubbard & Co., has been a general contractor focused on preserving the built heritage of Eastern Ontario and Northern New York.

At Hubbard & Co., we are proud of our highly skilled team of construction specialists. We have been leaders in fine home construction and restoration of public heritage structures for over 30 years. We employ a staff of skilled trades experts who are both versed in traditional building techniques and sensitive to the heritage aesthetic. We approach heritage restoration, preservation and construction with a view to honouring and upholding the building practices of the past, while leveraging contemporary methods as appropriate.

**What We Value:** We have built our reputation as a quality builder on integrity, honesty and commitment to the highest standards of craftsmanship.

**Position Requirements:** Commitment to safety and demonstrating a ‘safety first’ attitude on the job site. Ability to follow instructions and work independently. Ability to work well with team members.

**Duties and Responsibilities:**

- Key duties and responsibilities to the team:
  - maintain a safe and clean jobsite.
  - care for tools, equipment and materials.
- Assist the carpentry team, under the direction of the Lead Carpenter and/or Apprentice Carpenter, with any or all of the following:
  - lay out and install stud wall framing
  - lay out and install stairs for a basement or deck using a framing square.
  - establish grades for proper drainage of flatwork and simple structures.
  - use of a transit level to establish grades and elevations.
  - installation of standard wall-hung cabinetry and accessories.
  - installation of pre-hung door units and windows.
  - Installation of drywall and able to properly tape drywall sheathing
  - simple repairs in painting/staining, mechanical, plumbing, electrical and flooring

**Tools Required: (appropriate to apprenticeship level)**

- personal safety equipment – approved work boots, hard hat, eye/ear protection
- measuring tape
- hand tools, i.e., hammer

Please send your resume, with 3 references, to [info@hubbardandcompany.com](mailto:info@hubbardandcompany.com). **No phone calls please.**