Basic job skills:

Carpenter

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| **Tasks for the carpenter:**   * read construction drawings, plans and instructions * assess the equipment, material and time required to carry out a job * build structures as described in construction drawings * follow product and assembly descriptions * document work quality and non-conformities * comply with procedures for health, safety and the environment (HSE) * communicate with colleagues, customers, other trade representatives and the site foreman |

**Reading**

**On a daily basis the carpenter will:**

* read construction drawings and plans
* read the work orders for the day
* read safety instructions for the construction site
* read signs and posters on the construction site
* read emails and messages

**On a regular basis the carpenter will:**

* read freight documents when receiving goods
* read checklists that have been completed by others on the construction site
* read HSE information
* read manufacturers’ product and assembly descriptions
* read detailed job specifications
* read industry standards and their updates
* read environmental and waste management plans

**Occasionally the carpenter will:**

* read extracts from relevant acts, technical regulations and plans
* read training material
* read information and forms relating to their own employment relationship
* take readings from various measuring instruments
* read the company’s internal procedures and instructions
* read maps and GPS

**Writing**

**On a daily basis the carpenter will:**

* write brief notes to themselves or others
* fill in forms and checklists for work quality and non-conformities
* write work reports and overviews of materials used
* log incidents relating to their own work
* fil in timesheets and forms regarding hours worked

**On a regular basis the carpenter will:**

* draw up and sign work plans
* register completed work
* write detailed lists of equipment and tools needed to complete a job
* document construction materials used on a job
* complete work orders and additional orders for the customer’s approval
* write messages and emails

**Occasionally the carpenter will:**

* write brief reports documenting that the work has been performed in accordance with applicable standards
* write notes to remember training or explanations
* answer questions relating to training and certification
* write tender documents and underlying invoice documentation
* fill in non-conformity forms in the event of serious incidents
* fill in forms relating to their own employment relationship

**Oral skills**

**On a daily basis the carpenter will:**

* talk to colleagues to coordinate the work
* cooperate and coordinate with other operators on the same construction site
* listen and respond to instructions from the supervisor or foreman
* report on the progress of the work
* discuss and explain ongoing work
* listen to explanations of the work plans for the day
* take part in lunch and break conversations

**On a regular basis the carpenter will:**

* order equipment and materials from suppliers and warehouses
* discuss the project with on-site supervisors
* discuss and propose changes in connection with plans
* listen to oral explanations from people providing training or information
* attend and, if relevant, lead group meetings
* give instructions to people assisting with the job

**Occasionally the carpenter will:**

* discuss problems relating to work procedures or execution with the supervisor or other carpenters
* explain and discuss the choice of materials and solutions to problems with customers
* discuss issues with other sub-contractors when problems arise
* answer oral questions relating to training and instructions
* talk to people involved in the follow-up of apprentices
* discuss and provide input on the working environment
* report and communicate about incidents or accidents
* conduct performance reviews with the supervisor

**Numeracy**

**On a daily basis the carpenter will:**

* take exact measurements
* prepare dimensioned sketches
* use a yardstick
* interpret work drawings
* use materials as economically as possible
* calculate and register the time it takes to complete the work
* keep lists of materials
* prepare cost estimates for customers
* calculate the consumption of materials and equipment that go with the job

**On a regular basis the carpenter will:**

* convert different measurement units
* assess the time needed to carry out a job
* check their own payslip
* prepare underlying invoice documentation
* check costs and invoices

**Occasionally the carpenter will:**

* calculate their own piecework pay
* choose between piecework contract or tender
* calculate the materials needed and the size of a project
* use maps, GPS or road atlases to calculate distances and the best routes
* assess staff requirements on the basis of a progress schedule and the workload
* create cost estimates for bigger assignments
* calculate travel allowances

**Digital skills**

**On a daily basis the carpenter will:**

* use digital tools to communicate with the employer and customers
* enter and check assignments and appointments in a calendar
* check that electronic work orders and reports have been drawn up
* order parts from the warehouse or supplier as required
* use electronic equipment to perform measurements
* search the internet and intranet for information and instructions

**On a regular basis the carpenter will:**

* fill in information about completed assignments
* check inventory status and delivery times in the electronic inventory list
* fill in electronic timesheets
* use various computer programs
* send and receive messages and emails
* use a smartphone and tablet with different apps relating to tasks
* trace shipments and determine delivery times

**Occasionally the carpenter will:**

* use spreadsheets or other electronic calculation tools
* send emails with attachments
* use drawing programs to plan future buildings and structures
* use GPS to find customers’ addresses
* work with others in shared digital documents
* compare prices from different suppliers
* order goods for delivery to customers in connection with larger assignments
* check online tender services
* use various digital arenas for collaboration and communication
* take photos to document non-conformities or work performed
* familiarise themselves with contracts and store them in electronic archives
* use social medial to keep up to date and advertise their own business
* update electronic travel logs
* use standard office software
* use QR codes and barcodes as needed
* use various training resources