



Job Title: Carpentry Division Manager

JOB SUMMARY:

We are seeking an experienced and motivated Carpentry Division Manager to join our team and lead our Carpentry Division. The ideal candidate will be responsible for overseeing all aspects of the division, including estimating, project management, and overall operations. The Carpentry Division Manager will play a crucial role in ensuring the successful execution of projects, maintaining high-quality standards, and fostering a collaborative and efficient work environment within the division.

RESPONSIBILITIES:

ESTIMATING:

- Accurately estimate costs for carpentry projects, considering materials, labor, and other relevant factors.
- Provide accurate and complete takeoffs; Perform value engineering studies and constructability reviews
- Collaborate with the Pre-Construction team to review project requirements and provide detailed, competitive bids.

PROJECT MANAGEMENT:

- Plan, organize, and oversee carpentry projects from conception to completion.
- Coordinate with clients, architects, subcontractors, and other stakeholders to ensure project specifications are met.
- Monitor project timelines, budgets, and quality standards, making adjustments as necessary to ensure successful project delivery.

DIVISION MANAGEMENT:

- Lead and mentor a team of carpenters and support staff.
- Foster a positive and collaborative work environment, promoting teamwork and professional growth.
- Implement and enforce safety protocols and quality control measures within the Carpentry Division.

CLIENT RELATIONSHIP MANAGEMENT:

- Cultivate and maintain strong relationships with clients, architects, and other key stakeholders.
- Address client concerns and ensure a high level of customer satisfaction throughout the project lifecycle.

FINANCIAL OVERSIGHT:

- Monitor divisional budgets, ensuring projects are delivered within financial constraints.
- Collaborate with the Finance Department to track expenses, revenue, and profitability.



QUALIFICATIONS:

Bachelor's degree in Construction Management, Civil Engineering, or a related field (or equivalent work experience). Minimum 6 years experience in project/construction management. Minimum 3 years experience in directing, coordinating and supervising construction staff.

Proven experience in carpentry, construction estimating and project management, successfully delivering projects of varying size and complexity.

Knowledge of construction regulations, codes, and safety standards.

Strong leadership and communication skills, with the ability to prioritize tasks and manage multiple projects simultaneously.

Strong problem-solving and decision-making abilities, with a keen attention to detail.

Demonstrated ability to work well under pressure and meet tight deadlines.

Proficient in Microsoft Office Suite. Software experience with OnScreen Takeoff, Procore, and Viewpoint is a plus.

OSHA 10 required; OSHA 30 preferred. Will provide training if needed.

HOW TO APPLY:

If you are an experienced Carpentry professional with a passion for leadership and a track record of successful project management, we invite you to apply for this exciting opportunity. Please submit your resume, along with a cover letter highlighting your relevant experience to kanderson@clemensconstruction.com. Kindly include the subject line: "Carpentry Division Manager Application – [Your Name]". We look forward to reviewing your qualifications.

Clemens Construction offers a comprehensive, competitive, and inclusive set of health, financial, and other benefits that support your total well-being. Clemens Construction is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, physical and mental disability, genetic information, marital status, sexual orientation, gender identity/assignment, citizenship, pregnancy or maternity, protected veteran status, or any other status prohibited by applicable national, federal, state or local law. Clemens Construction promotes a drug-free workplace.