

POSITION: Assistant Carpenter

Location: Columbus, OH

Reports to: General Superintendent

ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnergy family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: **Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.**

OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.
- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.

- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
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POSITION SUMMARY

- This role will support the foreman in Divisions 6, 8, and 10 for commercial construction projects. The Assistant Carpenter will assist with various material handling, installation, and project coordination tasks.
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RESPONSIBILITIES

- **Material handling:** Assist with safely handling and transporting materials to and from the job site, ensuring compliance with safety protocols and regulations.
- **Material verification:** Support the foreman in inspecting incoming materials to ensure they meet quality standards and match project specifications.
- **Installation assistance:** Aid in installing Division 6, 8, and 10 materials under the guidance of the foreman, including but not limited to doors, frames, hardware, windows, and specialty items.
- **Measurement and cutting:** Assist with taking measurements and cutting materials to required specifications, as the foreman directs.
- **Logistics support:** Help coordinate material deliveries and maintain inventory records for efficient project planning and scheduling.
- **Team collaboration:** Collaborate closely with the foreman, project managers, and other team members to ensure smooth project execution and timely completion.
- **Problem solving:** Support in identifying and addressing installation challenges or issues that may arise during construction.
- **Safety awareness:** Maintain awareness of safety procedures and promote a safe working environment on the job site.
- **Availability:** Maintain availability and accessibility to address emergencies or critical issues as needed, ensuring timely and effective resolution.

- **Jobsite support:** Assist the teams with general labor needs consisting of site clean up, delivering materials, etc.
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SKILLS & QUALIFICATIONS

- **Interest in carpentry:** A strong interest in carpentry and a willingness to learn and develop skills in Division 6, 8, and 10 installations.
 - **Communication skills:** Basic verbal and written communication skills to effectively interact with team members and follow instructions. Proficiency in using email, project management app, messaging app, etc.
 - **Attention to detail:** Strong attention to detail to ensure accuracy in measurements, cutting, and installation tasks.
 - **Team player:** Ability to work collaboratively as part of a team and follow directions from senior team members.
 - **Reliability:** Dependable and punctual with a strong work ethic and a commitment to completing tasks efficiently and effectively.
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EDUCATION & EXPERIENCE

- Two years of carpentry experience preferred
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PHYSICAL REQUIREMENTS

- Complete all physical requirements of the job with or without a reasonable accommodation to perform the essential functions of this job successfully.
- Endure potential exposure to weather such as heat and/or humidity and cold.
- Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
- Endure potential exposure to a loud work environment.
- Must be able to walk, climb stairs, sit, stand, and reach with hands and arms.

- Be able to talk and hear at normal levels.
- Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.
- Travel to job sites as needed; must have reliable transportation and a valid driver's license.
- Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested.

COMMITMENT

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

EMPLOYEE SIGNATURE

MAC EXEC SIGNATURE

EMPLOYEE NAME

MAC EXEC NAME

DATE

DATE
