

BETTER OUTDOOR
LIVING



SUNCOAST
ENCLOSURES™

Providing Better Outdoor Living through our unique custom designed aluminum enclosures. Suncoast Enclosures offers a screened in outdoor area that allows you to enjoy your outdoors without the sense of being enclosed in an indoor space.

Job Description – Lead Builder

Position Overview

This position performs all the duties and work to support construction of engineered custom designed enclosures made of powder coated aluminum.

Great career opportunity with a growing company. Offering competitive compensation. Compensation is based on skills and experience.

Duties

- ✓ Read and interpret drawings, sketches and blueprints to determine specifications and make precise calculation requirements
- ✓ Create a bill of materials for each project based on drawings or blueprints. Bill of materials to include all project materials ie: contingency/waste and consumables, screws, lags, anchors, eaves troughs, downspouts, etc.
- ✓ Clean and prepare working area
- ✓ Prepare layout of enclosure in conformance to building codes
- ✓ Precisely measure, cut and assemble all materials needed to build and construct enclosures (including polycarbonate roofs)
- ✓ Build and install trim items, such as doors, mouldings and hardware
- ✓ Take accurate measurements for construction of 3-season windows
- ✓ Installation of retractable screens
- ✓ Build and install louvered roofs
- ✓ Supervise and provide direction to Helper and any other workers as required
- ✓ Perform repairs and provide maintenance as required
- ✓ Improve job quality by identifying and suggesting improvements
- ✓ Use all equipment effectively, economically, safely and for its intended use
- ✓ Assist with the maintenance of equipment
- ✓ Notify Supervisor of any equipment deficiencies
- ✓ Follow all safety procedures
- ✓ Work with hand tools, power tools and measuring devices
- ✓ Keep job site clean and organized by putting away tools and materials at the end of each day. Sweeping up and performing other cleaning tasks after completion of the project.
- ✓ Daily reporting of project status to Operations Manager
- ✓ Other duties as required.



Skills and Qualifications

- ✓ **Must have a valid Drivers License**
- ✓ **Ability to work well in a team and be respectful of all team members**
- ✓ **Occupational Health and Safety, First Aid, Working from Heights and WHMIS certification is an asset**
- ✓ **Math skills** – make mathematical calculations to determine the height, width, and length of materials needed to build structurally sound enclosures
- ✓ **Physical stamina** – working in environments while squatting, crawling and climbing, individuals performing this job need to work at heights, strength and endurance to perform their tasks
- ✓ **Critical thinking** – must analyze drawings, sketches and plans, spot potential structural problems and find ways to make repairs on existing structures, all of which require good critical thinking skills
- ✓ **Attention to detail** – must be able to see a job through from start to finish with minimal supervision. Must follow precise building techniques, spot potential defects in building materials and take exact measurements
- ✓ **Communication skills** – must possess good communication, organization and customer service skills. Must be able to interact with Company construction leads, while adapting standard building methods to accommodate specific requirements. Use verbal communication skills to maintain job site safety and relay information and requests to Helper. Be capable of creating daily updates and status reports to Office Manager. Proper deportment and professional representation of Suncoast Enclosures to clients and other trades.
- ✓ **Tools** – ability to use saws, power tools and various hand tools

Working Conditions

Work is outdoors and has varied hours depending on the demands of the project. As with many careers in construction, there are peak periods that will require you to work overtime and periodic out of town travel.

As with all careers in the construction industry, safety is the top priority. You will be required to wear special equipment to protect against injury.

Vehicle for transportation from the office to the job site is provided as well as all tools. Generally the work is on residential sites however, during home show season, installation of enclosures will be required on commercial sites. The job is physically demanding, you will be required to work on ladders and heights, you will have to work with power tools, lift heavy materials and kneel or crouch for long periods of time. You will also have to make quick mental calculations.

Experience

Although on the job training is required for this position, candidates with experience in general construction, carpentry, and framing are preferred.