**Log Masters Apprentice Job Duties and Abilities**

**General Expectations:**

Self-disciplined with a desire to learn and complete assignments safely while adhering to policies and procedures of Log Master’s Restorations using good communication and organizational skills with inventory needs and having a respectful attitude that accepts criticism as an opportunity to grow as a collective and cooperative team member by being accountable to mistakes and successes. Be available & punctual with good attendance as part of a flexible schedule and project a professional appearance in self and work by using good conflict resolution skills. Understands and can demonstrate general expectations, OSHA compliance, adherence to Confidentiality Agreement, on-work site expectations, and job skills of a Log Master as necessary for the position.

**On/Off Work Site Expectations:**

Show situational and professional awareness of proper behavior as outlined in Log Masters Restorations ethical and safety standards with clients and management interaction while working on/off-site or accurately understanding and effectively presenting information to clients and Log Masters. Follow direction from management and represent Log Masters in a way that doesn’t negatively impact the Log Master brand. Keeps the work site tidy and safe for workers and clients by using tools and equipment, whether rented or owned, as intended with minimal disruption to the client. Attention to detail in seeing what needs to be completed, protected, or improved while keeping to a work schedule to limit client waiting times.

**Minimal Requirements for employment:**

* Eligible to work in the United States of America as outlined by the Federal and State governments.
* Must have a high school education, GED, or demonstrate an ability to read and do general math equations.
* Able to travel as much of the work is away from home for possibly two or more weeks.
* Capable of filling out paperwork and turning in paperwork promptly.
* Attend job skill training classes for certification at the employer's expense.
* Able to work overtime as needed to complete job assignments on time.
* Pass a background check and drug test upon request of the employer.
* Must adhere to a confidentiality agreement, general expectations, and on/off work site expectations for employment.
* Capable of lifting 80 pounds.
* Capable of learning minor carpentry basics.
* Capable to use a chainsaw, pressure washer, caulking guns, sander, grinder, and media blaster.
* Capable of learning essential skills for prep.
* Capable of wearing respirators, safety glasses, and hearing protection as necessary.
* Capable of working in cold/hot conditions outside.
* Capable of climbing and working to heights up to 20 ft on the ladder and up to 40 ft on a scaffold.

**Demonstrate Skills Necessary for a Log Master’s Apprentice**

After 90 days, a Log Master’s Apprentice should demonstrate:

* Minimum Employment Requirements
* Knowledge and practice of OSHA, Log Master General Expectation, Employee Handbook, on/off work site
* Positive and encouraging attitude with a team spirit in mind.
* Constructive approaches to resolving workplace and work-life issues.
* An eagerness to learn and ask for advice when unsure.
* Ability to take directions as given by the Log Master’s Journeyman, Log Master, or Management
* Ability to perform Log Master’s Journeyman, Log Master, or Management directions as directed.
* Professional Communication with clients and Log Masters
* Knowledge and practice of filling out timesheets in an effective and timely manner as directed by Management.
* Knowledge and practice of job site setup, safety for workers and clients, and clean-up procedures with minimal instruction
* Efficient and effective masking, taping, and tarping off the cabin with minimal instruction.
* Efficient and effective sanding techniques without instruction
* Basic knowledge of media blaster
* Basic knowledge of starting and using pressure washer
* Ability to load/use bulk-loading caulk guns and caulking techniques.
* Efficient and effective back brush techniques

**Log Master’s Journeyman will demonstrate:**

* Mastery of Skills of a Log Master’s Apprentice
* Start to finish processes required for different types of jobs.
* Masking/tarping in an efficient and effective manner
* Knowledge and practice of basic carpentry/power tools skills
* Recognize problem spots and how to work around them.
* Knows proper care and setup of air compressor and media blaster.
* Media blasting techniques with various types of media and proper care of the equipment with moderate supervision
* Pressure washing techniques and proper care and setup of the equipment.
* Knowledge of common restoration chemicals and how to use them.
* Basic skills for the use and care of chainsaws, power tools, etc., used in the restoration process.
* Log rot removal and replacement of any shaped log with the Log Master’s instruction
* Knowledge and practice of sandpaper/grinder grits
* Proper caulking and chinking application of material and applicator care
* Ability to set, properly care, use, and work on an airless paint sprayer.
* Staining techniques with various types of stain and device care
* Recognize areas of improvement in Apprentices with the ability to train them to become journeymen.
* Ability to drive a truck and trailer when needed or as directed.

 **A Log Master will demonstrate:**

* Mastery of Skills of a Log Master’s Journeyman without supervision
* Step in as an acting Crew Chief as needed or directed.
* Can make responsible purchases with a company credit card and turn in receipts to the management or the crew chief.
* Help the Crew Chief lead the crew when the Crew Chief or management is absent.
* Adhere to all outlined Ethical Standards, Employee Handbook, Confidentiality and Safe Work Standards Agreements, OSHA, and Standard Operating Procedures
* Self-aware and prioritize personal development in log cabin/home restoration techniques and maintenance processes employed by Log Masters Restorations without supervision.
* Focus on the development of others by being situationally aware of your teammates' needs without supervision.
* Be strategic in action on all aspects of the log home restoration.
* Ability to comprehend and stay within the boundaries of Log Masters Restorations contracts without supervision.
* Communicate the needs and necessary information for a change order to the client and management.
* The ability to comprehend and explain commonly used products and how and when to use them.
* Recognizes areas of improvement in Journeyman with the ability to train Journeyman to become a Log Master

**MANAGEMENT**

**Crew Chief will Demonstrate:**

* Mastery of Skills of a Log Master.
* Must Exceed Journeyman Expectations in performance review for a year.
* Demonstrates knowledge of Log Masters log home restoration and maintenance expectations and confidently demonstrates how to resolve occasional problems.
* Notifies LMR management immediately about any known criminal judgments or behaviors on employees, subs, or self,
* Performance minimum expectations:
	+ Calm and collected under stress because this is a stressful position,
	+ Able to separate their emotions from the situation,
	+ Humble, taking responsibility for mistakes, but confident in self and performance abilities versus arrogance,
	+ Open-minded and active listener,
	+ Problem-solving mindset versus defensive mindset,
	+ Shows Conflict Resolution and Diplomacy Skills,
	+ Unbiased when collecting information. Takes in all data (*both good and bad*) from employees, management, subcontractors, and customers and sees them as opportunities for constructive growth personally and professionally.
	+ Follows Company Hierarchy and engages management in problem-solving solutions.
	+ Knows when to engage management as difficulties arise.
* Accesses the project demands and needs upon first walk-around home inspection. Communicate/speak with management for change orders or any change immediately.
* **Demonstrates the ability to give directions to subcontractors on the job site and knows when to contact their company manager and LMR Management for resolutions to perceived performance problems.**
* Support Management in decisions and implementation with team members and subcontractors.
* **Manage time supervising employees and self** so all Crew Chief responsibilities are completed daily (i.e., timesheets, HubSpot updates, etc.).
* **Updates in Customer Records Management daily** to describe project accomplishments for the day, with pictures of receipts and of your crews’ accomplishments.
* Keep Company assigned cell Phone charged, and check in the morning, midday, and evening for updates (i.e., emails, text messages, calls, etc.)
* Respond to emails, text messages, calls, etc., urgently.
* Budget Conscience when reserving hotels, Airbnb, etc.
* Effectively and efficiently manage a team of Log Master’s Apprentices, Journeymen, Masters, and subcontractors in the completion of Service Projects.
* Perform and ensure **vehicle maintenance needs** are addressed before leaving for a job and upon return (vehicles will be returned without trash or personal property).
* Perform and ensure trailer maintenance needs and supplies are addressed before leaving for a job and upon return.
* Perform and ensure tools and equipment are correctly cared for and maintained.
* Manages Timesheets and Understands what is and is not permitted for work hours, drive time, etc., and ensures they are signed and totaled correctly.
* When unsure of any Human Resource questions, ask immediately.
* Displays professional courtesy to subcontractors on a project by following the chain of command (knowing another company supervises them) and will **immediately address issues regarding the subcontractor's performance with LMR management** (and the subcontractor’s company management via phone or email if directed.)
* Communicates to management information important for employee performance evaluations, both positive and constructive.
* Treats employees and subs with respect and sees the employees’ and subs’ accomplishments as their own.
* Takes accountability for entire project performance, including employees and subs.
* Know and ensure dress code and OSHA safety practices, EEO rights, and Division of Labor standards are maintained and known by team members and documents yearly awareness training.

**Things that could negatively impact your ability to be promoted:**

* Consistent/unacceptable/poor performance in one year,
* Illegal activities or criminal judgments,
* Intentionally disregarding or disobeying employee handbook information expectations,
* Displays a consistent inability to separate emotions from facts,
* Demonstrates the inability to stay calm and collected during stressful circumstances, i.e. losses temper consistently in a year,
* **No more than one employment or customer complaint** while on any job in a year and no significant issues in that one complaint. **One complaint will be considered,** and Log Masters will determine the significance of this complaint and how it will impact future promotions in the company. Ask!
* The following are things that might exclude one from being considered as a crew chief include:
	+ Theft or illegal behaviors while on the job or outside of the job that could damage the company image detrimentally for a minimum of 3 years, but it could be indefinitely for some crimes/felonies,
	+ DUI on record in the last 3 years,
	+ any form of harassment or bullying,
	+ repetitive carelessness during job duties,
	+ any verbal or physical fight with a customer or employee,
	+ demonstrates a lack of following proper techniques known to the employee,
	+ see LMR Employee Handbook for more details.