



# Timber Framers Guild

## Project Staff Criteria

### Event Leadership – General Qualifications

Timber Framers Guild Projects are typically staffed by these positions: **Project Manager, Lead Instructor, Instructors, and Rookie Instructors.** All candidates for Timber Framers Guild Project positions must meet the following criteria regardless of position:

- The Candidate is a team player.
- The Candidate is a good leader.
- The Candidate is a current member in good standing of the TFG.
- The Candidate must submit a résumé.
- The Candidate has an excellent safety record.
- The Candidate is honest and trustworthy.
- The Candidate is resourceful and reliable.
- The Candidate is a forthright and clear communicator.
- The Candidate has good interpersonal skills.
- The Candidate has good record keeping and reporting skills.
- The Candidate has sufficient relevant carpentry and general building skills to competently lead or support the particular project for which he/she is applying.
- The Candidate must show expertise in the area related to the scope of the work of the project.
- The Candidate must be able to arrange his/her own transportation to and from the project when required.
- The Candidate has electronic communication skills and possesses a basic knowledge of word processing and spreadsheet applications.
- The Candidate behaves in a safe and professional manner at all times.
- The Candidate endeavors to represent the best interests of the Timber Framers Guild and its members at all time.
- The Candidate endeavors to represent the principles and values of the Timber Framers Guild throughout the entire project.
- The Candidate submits to the Timber Framers Guild a desire to participate in a specific project, including a brief description of why the Candidate feels that he/she is well suited to the role in question.

The Timber Framers Guild and the Co-Executive Director for Projects reserve the right to waive any of these items.

### **Selection Process Factors**

The Timber Framers Guild Co-Executive Director, in consultation with the Projects Committee and the Projects Coordinator, makes all event leadership appointments, after determining

1. The Candidate has a track record in relevant areas.
2. The Candidate's character and experience fit the criteria for the positions as described.

### **Submissions**

The Guild prefers that all submissions be in electronic form to [projex@tfguild.org](mailto:projex@tfguild.org). Text documents and small .JPG images may be sent by e-mail. Contact Joel McCarty to make arrangements for a larger electronic or film portfolio. Of course, we also accept applications or other materials via fax or postal mail.

Direct your questions to Joel McCarty at [joel@tfguild.org](mailto:joel@tfguild.org) or 603-835-2077.

By Mail:

PO Box 60

Becket, MA 01223

Fax: 888-453-0879

## **Project Manager Job Description & Criteria**

The Project Manager serves as an agent of the Timber Framers Guild to the organization for which the project is being built. The Project Manager provides oversight of all (TFG) phases of the project and reports to the Executive Director for Projects of the Timber Framers Guild. Responsibilities include participation in selection of Lead Instructor and instructors, assistance with budget development when possible, responsibility for budget implementation as assigned by the Co-Executive Director, review of project plans, development of project method statement, preparation of site, securing of necessary materials and providing oversight of hospitality for volunteers, including food and lodging.

### **Specific Job Description**

Each TFG field event will have a Project Manager.

The Project Manager

1. Reports to the Co-Executive Director for Projects.
2. Is directly responsible for the successful operation of a specific TFG field event.
3. Is required to be an excellent electronic and oral communicator.

### **Throughout the Life of the Project:**

The Project Manager

1. Convenes regular project meetings via teleconference, and makes and distributes meeting minutes

2. Develops and maintains a thorough understanding of the Project Scope, Budget and Schedule, which is developed by the Projects Committee, approved by the Board of Directors, and monitored by the Project Coordinator.
3. Supports implementation of the Project Scope, Budget, and Schedule.
4. Fosters the educational and personal growth opportunities for all team members and participants.
5. Provides a focal point for the Partner Organization Coordinator and identifies and resolves any issues in an expeditious manner (in conjunction with the Local Hero, when that person has been identified) at all times.
6. Fosters the sense of traditional TFG XC (exuberant camaraderie) with the team and with all participants and acknowledges the contributions of all involved with the project.
7. Shows restraint, respect and professionalism at all times with all persons connected to the project.
8. Ensures the health, safety and welfare of all TFG volunteers and staff.
9. Uses Basecamp website project management tool for milestone, task, schedule management and repository for drawings and budget information.

**Prior to the Event:**

The Project Manager

1. Provides review and comment on Project Scope, Budget and Schedule. Reviews Project Scope, Schedule and TFG Client Checklist with the client to ensure client readiness.
2. Is responsible for development of the Project Method Statement (including raising plan, fall protection plan, etc.).
3. Reports progress/status each week to the Executive Director and Project Coordinator.
4. Assists in recruiting and qualifying members of the leadership team.
5. Assists in recruiting and qualifying all other participants.
6. Convenes conference calls of increasing frequency as the Event draws near.
7. Provides written reports formally to the Projex Committee monthly prior to their meetings.
8. Gives timely information as required by the Project Coordinator.
9. Communicates with TFG staff and participants to ensure that they have sufficient information prior to the event.

**During the Event:**

The Project Manager

1. Has as his/her first priority the safety and health of participants.
2. Provides daily status/progress reports to the ED and Project Coordinator through the use of the Daily Progress Report spreadsheet.
3. Convenes daily meetings on site for all participants (typically at the beginning and end of each day).
4. Convenes daily leadership team meetings.
5. Acts as principal interface with the host organization along with the Local Hero, when that role exists.

6. Serves as the TFG's lead on site in the absence of the Executive Director.
7. Maintains daily attendance rosters.
8. Manages and tracks daily financial expenses to budget, as well as overall budget net income.
9. Authorizes any project expenditure by TFG staff during the event if necessary.
10. Ensures that all TFG staff and volunteers are adequately trained to perform any job that is required of them safely and effectively.
11. Ensures that all TFG staff and volunteers comply with applicable Federal, State (Provincial) and local Health and Safety legislation at all times during the project.

### **After the Event:**

#### The Project Manager

1. Files a formal report, receipts and personal invoice (when applicable) in less than 10 days following completion of the Event..
2. Provides all information required by the Project Coordinator for the Project Manual.
3. Administers punch list completion.

### **Qualifications**

In order to be eligible for selection as a Timber Framers Guild Project Manager, a candidate must satisfy all of the following prerequisites:

1. Candidate is a professional timber framer.
2. Candidate is a member in good standing of the Timber Framers Guild, and has been a TFG member for at least 2 years.
3. Candidate has fully participated in at least 2 previous Timber Framers Guild projects.
4. Candidate must submit a comprehensive and current résumé of his/her complete work history to the Timber Framers Guild. This résumé includes the following:
  - a. Examples (text + images) of at least 5 timber framing projects that the Candidate has been involved in.
  - b. Examples of at least 2 projects of a similar scope and scale that the Candidate has previously managed.
  - c. Candidate must submit 2 letters of recommendation from current members of the Timber Framers Guild.
  - d. Candidate must submit a letter of recommendation from a previous Project Manager of a Timber Framers Guild event.

## **Lead Instructor Job Description & Criteria**

All Instructors report to the Lead Instructor. The Instructors provide education and leadership in timber framing and heavy timber carpentry work, guiding and inspiring project participants and volunteers in the completion of assigned components. They work alongside other participants, teaching by example. Requirements for the position of Lead Instructor relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry work.

1. The Candidate must have a minimum of 2 consecutive years' employment in the field, specifically as a carpenter for heavy timber construction.
2. The Candidate must have 5 years' overall experience in the construction industry.
3. The Candidate must have demonstrated an ability to lead and teach.
4. The Candidate must submit a job history relating to projects and his/her role in them within the past 3 years.
5. The Candidate must provide a history of previous projects in a similar position.
6. The Candidate must show evidence of a professional commercial liability policy in effect.
7. The Candidate must provide 3 referrals from within the industry.

### **Criteria for Lead Instructor**

The Lead Instructor provides oversight to integrate layout, cutting and raising of the frame, unifying the efforts of the Instructors and other participants/volunteers to complete the project safely, happily and in timely fashion. The Lead Instructor helps ensure the safety and well-being of all project participants. The Lead Instructor reports to the Project Manager. Requirements for the position relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry work and management of the work site.

Criteria for the position of Lead Instructor includes all the criteria for Instructors (see below) plus the following:

1. The Candidate must have skills that match the requirements of the project, or other specific tasks within the project.
2. The Candidate must have a great attitude and a grasp of the big picture elements of TFG projects.
3. The Candidate must have participated as a staff member in 1 other TFG project.

### **Throughout the Life of the Project:**

The Lead Instructor

1. Develops and maintains a thorough understanding of the Project Scope, Budget, and Schedule, which is developed by the Projects Committee, approved by the Board of Directors, and monitored by the Project Coordinator.
2. Supports implementation of the Project Scope, Budget and Schedule.
3. Fosters the educational and personal growth opportunities for all team members

and participants.

4. Provides a focal point for the Partner organization Coordinator and identifies and resolves their issues in an expeditious manner (in conjunction with the Local Hero, when that person has been identified) at all times.
5. Fosters the sense of traditional TFG XC (exuberant camaraderie) with the team and with all participants and acknowledges the contributions of all involved with the project.
6. Shows restraint, respect and professionalism at all times with all persons connected to the project.
7. Ensures the health, safety and welfare of all TFG volunteers and staff.
8. Uses Basecamp website project management tool for milestone, task, schedule management and repository for drawings and budget information.

### **Prior to the Event:**

The Lead Instructor

1. Provides review and comment on the Project Scope, Budget and Schedule. Reviews the Scope, Schedule and TFG Client checklist with the client to ensure client readiness.
2. Is responsible for development of the Project Method statement (including raising plan, fall protection plan, etc.).
3. Reports progress/status each week to the Executive Director and Project Coordinator.
4. Attends conference calls of increasing frequency as the Event draws near.
5. Provides written reports formally to the Projex Committee monthly prior to their meetings.
6. Gives timely information as required by the Project Coordinator.
7. Communicates with TFG staff and participants to ensure that they have sufficient information prior to the event.

### **During the Event:**

The Lead Instructor

1. Has as his/her first priority the safety and health of participants.
2. Provides daily status/progress reports through the use of the Daily Progress Report spreadsheet.
3. Attends daily meetings on site for all participants (typically at the beginning and end of each day).
4. Attends daily leadership team meetings.
5. Manages and tracks daily financial expenses to budget, as well as overall budget net income.
6. Authorizes any project expenditure by TFG staff during the event if necessary
7. Ensures that all TFG staff and volunteers are adequately trained to perform any job

that is required of them safely and effectively.

8. Ensures that all TFG staff and volunteers comply with applicable Federal, State (Provincial) and local Health and Safety legislation at all times during the project.

**After the Event:**

The Lead Instructor

1. Files a formal report, receipts and personal invoice (when applicable) in less than 10 days following completion of the Event.
2. Provides all information required by the Project Coordinator for the Project Manual.

## **Instructor Job Description & Criteria**

The Instructor provides education in timber framing and heavy timber carpentry work, guiding and inspiring project participants/volunteers in the completion of assigned components. The Instructor works alongside other participants, teaching by example. All Instructors report to the Lead Instructor. Requirements for the position relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry work.

1. The Candidate must have a minimum of 2 consecutive years' employment in the field, specifically as a carpenter for heavy timber construction.
2. The Candidate must have 5 years' overall experience in the construction industry.
3. The Candidate must have demonstrated an ability to instruct and teach.
4. The Candidate must submit a job history relating to projects and his/her role in them within the past 3 years.
5. The Candidate must provide a history of previous projects in a similar position.
6. The Candidate must show evidence of a professional commercial liability policy in effect.
7. The Candidate must provide 3 referrals from within the industry.

### **Criteria for Instructor**

The Instructor helps ensure the safety and well-being of all project participants. The Instructor reports to the Lead Instructor. Requirements for the position relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry.

The list of criteria for the position of Instructor includes all the above criteria plus the following:

1. The Candidate must have skills that match the requirements of the project, or other specific tasks within the project.
2. The Candidate must have a great attitude and a grasp of the big picture elements of TFG projects.
3. The Candidate must have participated as a staff member in 1 other TFG project.

### **Throughout the Life of the Project:**

The Instructor

1. Fosters the educational and personal growth opportunities for all team members and participants.
2. Supports implementation of the Project Budget, Scope and Schedule (which is developed by the Projects Committee, approved by the Board of Directors, and

monitored by the Project Coordinator).

3. Fosters the sense of traditional TFG XC (exuberant camaraderie) with the team and with all participants and acknowledges the contributions of all involved with the project.
4. Shows restraint, respect and professionalism at all times with all persons connected to the project.
5. Ensures the health, safety and welfare of all TFG volunteers and staff.
6. Uses Basecamp website project management tool for milestone, task, schedule management and repository for drawings and budget information.

**Prior to the Event:**

The Instructor

1. Provides review and comment on Scope, Budget and Schedule.
2. Attends conference calls of increasing frequency as the Event draws near.

**During the Event:**

The Instructor

1. Has as his/her first priority the safety and health of all participants.
2. Attends daily meetings on site for all participants (typically at the beginning and end of each day).
3. Attends daily leadership team meetings.
4. Ensures that all TFG staff and volunteers are adequately trained to perform any job that is required of them safely and effectively.
5. Ensures that all TFG staff and volunteers comply with applicable Federal, State (Provincial) and local Health and Safety legislation at all times during the project.

**After the Event:**

The Instructor

1. Files a formal report, receipts and personal invoice in less than 10 days following completion of the Event.
2. Provides all information required by the Project Coordinator for the Project Manual.

## **Rookie Instructor**

### **Job Description & Criteria**

The Rookie Instructor provides educational instruction in timber framing and heavy timber carpentry work, guiding and inspiring project participants/volunteers in the completion of assigned components. The Rookie Instructor works alongside other participants, teaching by example. All Rookie Instructors report to the Lead Instructor. Requirements for the position relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry work.

1. The Candidate must have current employment in the field, specifically as a carpenter for heavy timber construction.
2. The Candidate must have experience in the construction industry.
3. The Candidate must have demonstrated an ability to and teach.
4. The Candidate must submit a job history relating to projects and his/her role in them within the past 3 years.
5. The Candidate must provide 3 referrals from within the industry.

#### **Criteria for Rookie Instructor**

The Rookie Instructor helps ensure the safety and well-being of all project participants. The Rookie Instructor reports to the Lead Instructor. Requirements for the position relate to skills in heavy timber carpentry and other skills required to perform heavy timber carpentry.

Criteria for the position of Rookie Instructor includes all criteria for Instructors plus the following:

1. The Candidate must have skills that match the requirements of the project, or other specific tasks within the project.
2. The Candidate must have a great attitude.

#### **Throughout the Life of the Project:**

The Rookie Instructor

1. Fosters the educational and personal growth opportunities for all team members and participants.
2. Fosters the sense of traditional TFG XC (exuberant camaraderie) with the team and with all participants and acknowledges the contributions of all involved with the project.
3. Shows restraint, respect and professionalism at all times with all persons connected to the project.
4. Ensures the health, safety and welfare of all TFG volunteers and staff.
5. Uses Basecamp website project management tool for milestone, task, schedule management and repository for drawings and budget information.

6. Focuses on the goal of becoming a full instructor for the TFG.

**Prior to the Event:**

The Rookie Instructor

1. Provides review and comment on Project Scope, Budget and Schedule.
2. Attends conference calls of increasing frequency as the Event draws near.

**During the Event:**

The Rookie Instructor

1. Has as his/her first priority the safety and health of all participants.
2. Attends daily meetings on site for all participants (typically at the beginning and end of each day).
3. Attends daily leadership team meetings.

**After the Event:**

The Rookie Instructor

1. Files a formal report, receipts and personal invoice in less than 10 days following completion of the Event.
2. Provides all information required by the Project Coordinator for the Project Manual.