



## Timber Framers Guild 2007 Project Staff Criteria

Timber Framers Guild Projects are typically staffed by these positions: Project Manager, Crew Leader, and Instructor/Staff. All Timber Framers Guild Project Staff 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 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 endeavours to represent the best interests of the Timber Framers Guild and its members at all time.
- The Candidate endeavours 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 Executive Director for Projects reserve the right to waive any of these items.

## **Project Manager Job Description and 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 instructors and crew leaders, assistance with budget development when possible, responsibility for budget implementation as assigned by 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 over a certain size will have a Project Manager.

The Project Manager

1. Reports to the 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's Scope, Budget and Schedule
3. Fosters the educational and personal growth opportunities for all team members and participants.
4. 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).
5. Provides focal point for partner organization coordinator and identifies and resolves their issues in an expeditious manner (in conjunction with Local Hero, when that person has been identified) at all times.
6. Fosters the sense of traditional TFG XC (exuberant camaraderie) with 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.
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**Prior to the Event:**

## The Project Manager

1. Provides review and comment on Scope, Budget and Schedule. Reviews scope and schedule and TFG Client checklist with client to ensure client readiness.
2. Is responsible for development of 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 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 formal report in less than 30 days following completion of the Event.
2. Provides all information required by the Project Coordinator for the Project Manual.
3. Administers punchlist 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.
3. Candidate has been a TFG member for at least 2 years.
4. Candidate has fully participated in at least 2 previous Timber Framers Guild projects.
5. 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.

## Criteria for Instructors/Staff

The Instructor/Staff provides educational leadership 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. The Instructor/Staff reports to the Crew Leader. 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 lead and teach.
4. The Candidate must submit a job history relating to 5 previous projects and his/her role in them within the past 3 years.
5. The Candidate must provide a history of 5 other previous projects in a similar position.
6. The Candidate must provide a minimum job-specific dollar amount he/she personally owns in hand and power tools. The Candidate may include some or all of the following: specialty timber framing tools, raising and rigging gear.
7. The Candidate must show evidence of a professional commercial liability policy in effect.
8. The Candidate must provide 3 referrals from individuals within the industry.

## **Criteria for Crew Leader**

The Crew Leader provides oversight to integrate layout, cutting and raising of the frame, unifying the efforts of Instructors/Staff and other participants/volunteers to complete the project safely, happily and in timely fashion. The Crew Leader helps ensure the safety and well being of all project participants and assists in the selection of Instructors/Staff. The Crew Leader 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.

The list of criteria for the position of Crew Leader includes all criteria for Instructors/Staff 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.

## **Selection Process Factors**

The Timber Framers Guild Executive Director, in consultation with the Projects Committee, selects the Project Manager after determining

- (1) The Candidate has a track record of successful project management and
- (2) The Candidate's character fits the criteria for the position as outlined.

The ED for Projects selects the Crew Leader

The Project Committee reviews the selection. The Project Manager and the Crew Leader select the Instructors/Staff. The Project Committee reviews the selection.

## **Submissions**

The Guild prefers that all submissions be in electronic form and submitted to [projex@tfguild.org](mailto:projex@tfguild.org). Text documents and small images (in .JPG format) may be sent by email. Please contact Joel to make arrangements for a larger electronic or film portfolio. Of course, we will 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.

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