

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CARPENTRY FOREMAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under occasional supervision, performs supervisory and administrative work in general carpentry to ensure necessary projects are completed in an efficient and timely manner. Work involves performing a variety of skilled carpentry repair tasks requiring some knowledge of building trade skills. Duties require working with the administration in determining project requirements, project cost assessments, and course of action for skilled carpentry projects. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in frequent contact with subordinate workers, supervisors, and various department heads. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates activities involving constructing, erecting, installing, and repairing structures, fixtures, and equipment associated with skilled carpentry functions.

Directs carpenters in the installation and maintenance of hardware and glass.

Supervises workers engaged in pouring concrete into wooden forms.

Inspects buildings, desks, cabinets, tables, and other wooden structures and equipment in school facilities.

Assigns workers to projects as necessary by workload.

Solicits bids and supervises work of sub-contractors in carpentry related projects.

Performs skilled carpentry associated with the renovation and construction projects.

Performs carpentry repairs on exteriors and interiors of facilities; repairs and replaces doors, window sills, door locks, cabinets, drawers, etc.

Performs minor electrical repair tasks; installs minor electrical equipment.

Performs administrative duties associated with work orders and scheduling staff to ensure projects are completed.

Operates and performs routine maintenance and up-keep of equipment and tools.

DMG, 1994, Rev. 2000, Rev 2/2008

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Ensure needed supplies and equipment to complete assigned tasks are available.

Conduct periodic inventory of all tools and equipment assigned to personnel of the trade; maintain a computerized listing of such inventory; ensures each technician conduct a quarterly inventory of tools and equipment assigned and submits the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a pager and Nextel for 24-hour on call service support. Every eight weeks, takes an emergency pager for on call service for one week for additional trades.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, 3 to 5 years of experience in construction or building maintenance and painting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

LOCKSMITH LICENSE

All Carpenters are required to have and maintain a North Carolina locksmith license. If you do not have a locksmith license, you must obtain such a license within 12 months of the start of your employment.

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SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A". Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate a motor vehicle (i.e., tractors, bobcats). Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, blueprints, work orders, invoices, etc. Requires the ability to prepare correspondence, evaluations, reports, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to apply the theories of algebra.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard methods, materials and equipment employed in carpentry and painting work.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of all building trade skills.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Skill in the use and care of a variety of hand and power tools necessary to perform carpentry and painting work.

Skill in estimating project costs and effort.

Ability to prioritize tasks and assign workers as appropriate.

Ability to understand and work from blueprints and specifications.

Ability to perform manual labor for extended periods of time as required by work assignments.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.