

CARPENTER FOREMAN

Purpose Statement

The job of Carpenter Foreman was established for the purpose/s of coordinating carpentry and related activities; supervising assigned skilled trades people; implementing and maintaining carpentry maintenance services within established guidelines and standards; and performs skilled Carpenter maintenance as needed.

This job reports to Assistant Maintenance Director

Essential Functions

- Assesses equipment, materials and labor needed to complete large and/or complex maintenance tasks for the purpose of ensuring that maintenance activities meet district standards and resolve defined issue(s) while reducing wasted resources.
- Assists in the selection of training and in-service programs for maintenance staff for the purpose of conveying information; ensuring that maintenance employees gain and maintain a thorough understanding of safety regulations and providing guidance on department and District policies/procedures.
- Collaborates with others (e.g. district administrators, district personnel, contractors, vendors, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates the services and activities of outside contractors as assigned for the purpose of ensuring that contracted work is completed in a safe, effective and timely manner that it meets District standards and objectives.
- Directs assigned maintenance staff in resolving complex and/or difficult carpentry related maintenance issues for the purpose of ensuring that District locations are maintained in a safe and effective working/learning environment.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Maintains assigned District tools and vehicle(s) for the purpose of ensuring their availability as needed to meet assigned maintenance objectives.
- Performs a wide variety of skilled (and sometimes complex) carpentry related activities for the purpose of ensuring that maintenance issues are resolved and projects are completed in a safe, effective and timely manner.
- Prepares a variety of program-mandated documents and reports for the purpose of documenting activities and complying with district and/or legal requirements.
- Prioritizes and assigns carpentry related work orders to skilled maintenance staff for the purpose of ensuring that District locations are maintained in a safe working / learning environment and meeting District guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: maintaining equipment and tools related to carpentry activities; analyzing data; guiding others; handling hazardous materials; managing staff/performance; planning; and problem solving.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: carpentry methods and processes; codes/laws/rules/regulations/policies; current and emerging carpentry methods; and safety practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; decision making; mechanical aptitude; meeting schedules/deadlines; and working with frequent interruptions

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Alcohol and Drug Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Tennessee Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade