

## **Maintenance Foreman - Carpenter**

### **Purpose Statement**

The job of Maintenance Foreman - Carpenter is done for the purpose/s of installing, repairing, and building items; identifying repair and/or replacement needs; assisting other skilled trades; completing construction projects safety and within established budget and time constraints; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner, and directing assigned workers.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

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### **Essential Functions**

- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects facilities and completed work for the purpose of ensuring quality of work standards are met and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work is completed in a timely manner.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Remodels office, classrooms, and work space including partitions, paneling, walls, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs a wide variety of items, systems and/or components (e.g. furniture, cabinets, floors, walls, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations during and after standard work hours for the purpose of resolving immediate safety concerns.

- Sets forms for the purpose of pouring and finishing concrete for walks, drives, and/or steps.
- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

### **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 single, 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: preparing and maintaining accurate records; operating equipment used in carpentry trade; planning and managing projects; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar 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 wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; displaying mechanical aptitude; setting priorities; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual 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: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License  
Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt