

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Foreman – Carpentry

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:** TBD

**Job Code:** 622

**Reports to:** Carpentry Foreman

### **JOB SUMMARY**

Under the general supervision of the carpentry foreman, the carpentry assistant foreman constructs, remodels and repairs facilities throughout the district and assists with computer work while supervising staff.

### **ESSENTIAL JOB FUNCTIONS**

- Processes work orders on the computer and distributes job sheets.
- Bids on and orders supplies for carpenters.
- Processes time cards monthly.
- Compiles parts lists on the computer.
- Frames and remodels buildings.
- Installs and repairs carpet and trim.
- Constructs and installs bulletin boards and chalkboards.
- Does cement work--finishing, curb and gutter, sidewalks, and foundations.
- Builds landings and ramps out of uni-strut metal.
- Installs sheetrock and repairs damaged interior and exterior walls.
- Installs entry padding and rubber thresholds.
- Repairs and replaces rubber and metal thresholds.
- Repairs and replaces ceiling tiles.
- Cuts and installs access doors.
- Repairs and replaces bathroom partitions.
- Repairs and replaces acoustic paneling.
- Maintains divider and overhead doors.
- Installs dispensers for soap, towels, toilet paper, etc and other bathroom accessories.
- Installs grab bars.
- Drives a forklift.
- Removes mold.

**MINIMUM REQUIREMENTS**

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- High School diploma or equivalent.
- Driver's license.
- Journeyman certificate preferred.
- Completion of formal apprenticeship preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical calculations.
- Knowledge of carpentry work and construction.
- Knowledge of carpet installation and repair preferred.
- Ability to display basic computer skills.
- Ability to use small office equipment.
- Ability to use or repair small equipment.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to make budget recommendations.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*