

## 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:** Foreman – Carpentry  
**Pay Table:** Support  
**Pay Grade:** 17  
**FLSA Status:** TBD  
**Job Code:** 601  
**Reports to:** Maintenance Coordinator

### **JOB SUMMARY**

Under the direction of the Maintenance Coordinator, the Foreman – Carpentry plans, schedules, and orders materials for carpentry and other maintenance jobs; does carpentry and other construction; and manages personnel.

### **ESSENTIAL JOB FUNCTIONS**

- Conducts preliminary pricing research.
- Plans and coordinates projects. Schedules labor, materials, and time.
- Coordinates with outside contractors to obtain bids and schedule work.
- Compiles reports from job sheets and work requests. Tracks work on computer.
- Maintains inventories and orders materials.
- Supervises employees (includes performance evaluations) and ensures quality work. Trains employees in safety, MSDS, ADA, and building codes.
- Performs employee evaluations.
- Supervises and assists with carpentry-related construction and maintenance (i.e., forms and finishes concrete; shoots grades; lays out and designs metal landings, stairs and ramps; remodels and replaces restroom stalls; modernizes classrooms and other facilities; maintains and repairs overhead sectional doors and rolling steel doors).
- Maintains and repairs all shop equipment and tools.
- Meets with various personnel and attends leadership training, as needed.

### **MINIMUM REQUIREMENTS**

- Completion of formal apprenticeship preferred.
- Seven (7) to ten (10) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write, and perform basic mathematical functions.
- Ability to operate personal computer.
- Knowledge of MSDS, ADA, building, and fire codes.
- Some knowledge of electrical, structural, mechanical and other building trades.
- Ability to read blueprints and create drawings.
- Ability to supervise workers.
- Ability to prepare and process purchase orders.
- Ability to use small office equipment, computers and highly technical computer applications.
- Ability to use or repair small and medium equipment and machinery.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 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, speaking, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

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