

**Carpentry Foreman**  
**New Hanover County Schools**

**Job Description**

**Class:** Classified  
**Dept:** Maintenance  
**Operations**

**TITLE:** Carpentry Foreman

- QUALIFICATIONS:**
1. High School degree or equivalent.
  2. Five to eight years' experience in performing the full range of duties and responsibilities associated with the carpentry trade, related supervisory experience, or an equivalent combination of education and experience. A NC General Contractor's license is preferred.
  3. Valid North Carolina driver's license.

**REPORTS TO:** Supplemental Services Supervisor

**JOB GOAL:** To independently plan procedures and develop methods to accomplish large and complex projects while planning and supervising the Carpentry Shop.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules and procedures as required by Maintenance Operations and ensures staff follow departmental procedures and policies.
2. Meet all schedules and deadlines on a timely basis.
3. Communicate with contractors on various projects to ensure they achieve quality work and complete work in a timely manner.
4. Communicate with New Hanover County Schools' staff and provide feedback to staff regarding status of work orders.
5. Instruct carpenters in the techniques and procedures employed in the carpentry trade.
6. Plan, assign, and review the work of carpenters in carpentry repair or new construction.

7. Enter all complete work orders daily.
8. Address all day-to-day personnel issues in the Carpentry Shop.
9. Prepare and submit, to the Director of Maintenance Operations, weekly shop projects summary reports, shop meetings summary, and annual budgets.
10. Review all construction documents.
11. Monitor work of service contractors for adherence to plans and specifications.
12. Willing to be on-call in case of emergency.
13. Identify preventive maintenance needs and schedule the work.
14. Perform related duties and responsibilities as requested by Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 71

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate considerable functional knowledge of methods of new construction, repair, and safety precautions in the carpentry trade.
- Skilled in the use of tools, materials, and equipment commonly used in the performance of carpentry work.
- Ability to make estimates of time and materials.
- Ability to plan, organize, and direct the work of carpenters.
- Ability to instruct subordinate personnel in carpentry work to establish a program of training for new employees.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Ability to follow verbal and written instructions.
- Good computer skills.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.