

## CARPENTER FOREMAN

### DEFINITION

Under direction, lead and perform skilled finish carpentry and cabinet work in the alteration, repair and construction of equipment and structures; perform semiskilled and skilled tasks in other maintenance trade areas; and do other related work as required.

### ESSENTIAL FUNCTIONS

Alter, repair, inspect, and construct articles and structures of wood, including partitions, counters, doors, window frames, scaffolds, forms, and fences; construct and repair furniture, equipment and wooden fixtures; perform the technical and responsible mill and finish cabinet work; assist in the planning of the maintenance and repair of the woodwork of school facilities and buildings; lay and repair floors; build closets, stairways, cases, and shelving; fit doors, windows, sashes, and screens; install and repair locks on doors and cabinets; install stainless steel cabinets; operate saws, lathes, planers, shapers, joiners, sanders, band saws, and other woodworking equipment; perform safety inspections on similar equipment used in student lab settings; sharpen, maintain, and service hand and machine tools and various woodworking equipment; perform glazing and roof repair functions; conduct earthquake safety inspections of interior spaces; plan, organize, and lay out assigned tasks; estimate labor and material costs; requisition and maintain an adequate inventory of supplies and materials; drive a service vehicle to and from work sites; may provide input into the performance evaluation of journey level personnel; coordinate and direct the work of others. May provide input into the evaluation of employees reporting to foreman.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Materials, tools, and procedures used in performing a variety of woodworking, glazing, and roof repair tasks;

Basic qualities and uses of woods and other related construction materials;

Building code requirements and the requirements of the State pertaining to school facility construction, maintenance, and repair;

Safe working methods and procedures.

##### Ability to:

Skillfully use and maintain tools and equipment in performing finish cabinet and carpentry, glazing and roof repair;

Operate various types of lift equipment;

Determine the existence of asbestos;

Plan, organize, and lay out carpentry tasks;

Install, replace, and repair door closures, bulletin and chalk boards, and suspended ceilings;

Accurately estimate labor and material costs;

Work from blueprints, shop drawings, and sketches;

Maintain simple records and prepare complete and concise reports;

Act as liaison for the District in dealing with outside contractors;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Plan, lay out, and coordinate the work of others;

Relate effectively with racially and ethnically diverse staff, students, and community.

### EDUCATION AND EXPERIENCE

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in woodworking, finish carpentry, and other related trade areas.

#### Experience:

Two years of experience as a journeyman level carpenter, including one year in a finish or cabinet maker capacity.

### REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability with the District's insurance carrier.

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

#### Strength:

Heavy work involving lifting, carrying, pushing, and or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driver tools and equipment used in the carpentry trade, and perform strenuous manual labor. Ability to bend, stoop, grasp, and reach.

#### Working Conditions:

Ability to work with a variety of power tools safely.

#### Pre-placement Physical: Class II