Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Carpenter Foreman**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record;

Education: High school, GED and specialized vocational training in carpentry.

Training or Experience Required: Six to eight years carpentry experience; 4 years in construction industry and 3 years in school maintenance preferred. A Class 4 must have 3 to 5 years supervisory experience. A Class 5 must have between 5 to 6 years in a supervisory position with an excellent work record.

Special Skills, Knowledge, Abilities:

Must have knowledge of the National building (ANSI and/or BOCA) codes as it relates to carpentry work.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.
Must be able to supervise/lead other carpenters and train new employees.

Mathematical Skills: Performs complex computations using mathematical formulas requiring an understanding of algebra and/or geometry or higher level mathematics.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most difficult equipment would be the band saw, miter saw, router, surfacer, table saw, joiner, and other hand tools to finish job in a professional manner.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled/full journey level and foreman duties under limited supervision to install, repair or maintain the district's buildings, and physical plant so that full educational use of them may be made at all times.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district and with outside vendors, etc. Some interpersonal interaction or communication is required.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Oversees carpenters and glaziers in building maintenance. In addition, performs installs, repairs, remodels on all building fixtures, doors, walls, windows, roofs, etc. in the district. Removes asbestos as required.

2. Must be able to plan and organize work. Must be able to measure a job and purchase necessary materials at the most economic price.

3. Performs rough carpentry/framing, hangs drywall and tapes/rocks, hangs/installs suspended ceiling tiles, textures walls in preparation for painting. Builds shelves, cabinets, countertops, etc.

4. Lays sub flooring, lays flooring, tile, etc. Installs glass and mirrors, etc.

5. Installs, repairs, and builds playground equipment.

6. Builds and/or repairs sidewalks, driveways, builds forms and does other concrete work.

7. Informs supervisor of parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects like nails, wood, screws, bolts, and tools.

8. Works with City building inspectors.

9. Oversees the general housekeeping duties at carpenter's shop and maintains shop and tools, including assigned vehicle.

10. Performs other duties as assigned.

Supervision exercised: An incumbent supervises other skilled employees.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 5-6 hours per day. Some benchwork or office work of about 1 hour per day. Employee's job requires occasional squatting/crouching, crawling/kneeling. There is frequent bending/stooping, climbing and reaching above the shoulders and pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds and occasional lifting from 50 to 75 pounds lifting cabinets, doors, plywood, sheetrock, etc. Job requires employee to use both feet for repetitive movements as in operating foot controls; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders. Must be able to read blueprints, plans, and schematics. Employee must possess hearing to distinguish normal/abnormal sounds. Must be able to communicate with fellow workers and the public. Must be able to climb ladders and steps, crouch, kneel etc.

Employee's job requires working on unprotected heights (roofs); Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment (fork lift, trenchers); exposure to toxic gas, solvents, electricity, asbestos, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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