



T U L S A

PUBLIC SCHOOLS

Job Title: Carpentry Foreperson

Department: Maintenance
Reports To: Maintenance Manager
Grade: MT-16
Number of Days: 12 Months
Security Access: 27-7 District-Wide Access
Current Date: January 21, 2015
Overtime Status: Non-Exempt

Position Summary: The Carpentry Foreperson will be responsible for the day to day operations of the Carpentry Shop. Assign tasks / work orders to employees and specify methods to coordinate the workflow to facilitate the completion of all jobs. Will coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate with quality workmanship. Stock and inventory supplies, parts and materials to complete job assignments.

Minimum Qualifications:

- Must have at least 5 years of carpentry experience
- 2 years of supervisory experience.
- A high school diploma or GED is required.
- Must be a self-starter and highly motivated.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Will supervise, train and coordinate the activities of the Carpentry Shop.
- Will provide cost estimates as requested to our internal and external customers.
- Will conduct quality inspections of work in progress.
- Will enforce all State, Local and Federal building codes, safety codes and OSHA requirements.
- Will maintain an accurate inventory of material and tools.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be proficient at blueprint reading.
- Have the ability to do layouts and have mathematical and analytical skills necessary to interpret job cost and reports.

Supervisory Responsibility:

- The Foreperson supervises, trains and coordinates the activities of Carpenter Shop employees.
- Demonstrate the ability to effectively supervise, direct and motivate employees.
- Coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be willing to work in all types of environments including attics, tunnels and small enclosures.
- Must be able to climb ladders and work out of a mechanical lift.
- May on occasion be required to work during the weekend or on a holiday.

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