CARPENTER SUPERVISOR

Non-Exempt

General Definition of Work
Under occasional supervision, performs supervisory and administrative work in general carpentry to ensure necessary projects are completed in an efficient and timely manner. Work involves performing a variety of skilled carpentry repair tasks requiring some knowledge of building trade skills. Duties require working with the administration in determining project requirements, project cost assessments, and course of action for skilled carpentry projects. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in frequent contact with subordinate workers, supervisors, and various department heads. Reports to Maintenance Manager.

Qualification Requirements
- High school diploma or GED and 5 years job experience related to nature of work, and/or equivalent combination of education and work experience which provides the required knowledge, skills and abilities.
- Possess valid North Carolina Driver’s License.
- Hold or obtain General Contractor License within 12 months of employment.
- Thorough knowledge of the common practices, tools and terminology of the carpentry trade.
- General knowledge of the use and characteristics of common building materials.
- Thorough knowledge of the hazards and safety precautions associated with assigned trade.
- Skill in the use of tools and equipment.
- Ability to draw and work from sketches, drawings, plans or specifications.
- Ability to follow and issue oral and written instructions.
- Ability to estimate needed materials and time required for various jobs.
- Ability to establish and maintain effective working relationships with building staff and associates.

Salary
Pay Grade 65

Reports to
Maintenance Manager

Essential Functions
- Develop and distribute work assignments and work orders through the district’s computerized work order system.
- Provide training to carpenters as needed.
- Serve as senior trades worker in carpentry work in school buildings and facilities.
- Performs skilled carpentry associated with the renovation and construction projects.
- Build shelving and cabinets.
- Install, maintain, and repair structure and equipment such as doors, door locks, windows, roofs, walls, floors, benches, desks, chairs, and fences.
- Perform routine locksmith duties.
- Install and repair drop and regular ceilings.
- Perform routine and special tile work.

- Renovate modular rooms and buildings including walls, counters landings, rails, steps, etc.
- Respond to special and emergency safety and security needs involving locks, panic bars, closers, door and window repairs and replacement, etc.
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- Assists in the repair of drywall and moving or altering of not-load bearing walls.
- Use a variety of standard and specialized tools, saws and equipment.
- Prepare reports, work orders, timesheets, logs, and records as required.
- Design projects, estimate material needs and purchase materials.
- Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system
- Directs and supervises carpenters in maintenance department.
- Assist other trades as necessary.
- Perform related tasks as required or directed by a supervisor.

Physical Requirements
- Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc.
- Must be physically able to operate a motor vehicle (i.e., tractors, bobcats).
- Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.
- Physical demand requirements are for Heavy Work.

Special Requirements
Must possess a valid North Carolina driver’s license. Must hold or obtain North Carolina General Contractor license within 12 months of employment.

Disclaimer
The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.