

CARPENTRY SUPERVISOR

GENERAL RESPONSIBILITIES

Perform difficult technical work supervising and scheduling the maintenance, repair, modification, installation and construction of wooden and related structures in school buildings.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports.
- Prepare, schedule and supervise the work layout for the maintenance, alteration and repair of building structures and components.
- Perform carpentry tasks.
- Keep records of carpenters' time and materials used for each job.
- Supervise carpentry jobs requiring a high degree of skill.
- Provide assistance on complex jobs.
- Provide estimates of personnel and material required for a job.
- Assign carpenters to jobs, oversee masonry work.
- Requisition materials from warehouse or purchases materials from suppliers.
- Inspect scaffolding and hazardous work to ensure proper safety measures are being observed.
- Keep records and compiles reports of work performed by carpentry crew.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the common practices, tools, terminology and safety precautions of the carpentry trade; thorough knowledge of the use and characteristics of common building materials; skill in the use of carpentry tools and wood working equipment; ability to prepare and work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to rig scaffolds; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

Graduation from high school and extensive experience in carpentry work including some supervisory experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial Driver's License.

FLSA status: Exempt	Description: Rev. 6/00
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