

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

CARPENTER AND GLASS SHOP FOREMAN

Purpose of Class

Supervises and manages the Carpenter and Glass Shop services and staff; constructs, erects, installs and repairs structures and fixtures, using hand tools and power tools; performs related work as required.

Primary Function

The primary function of an employee in this position is to plan, direct, monitor, and evaluate the staff and services of the District's Carpenter and Glass Shop which covers carpentry, roofing, glass and glazing, cabinets, keying, casework and locks. The position also serves as a District Representative for construction projects. This is a working supervisor position and therefore performs skilled carpentry tasks associated with constructing and maintaining District facilities. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Facilities Services Manager. Supervision is exercised over the Assistant Carpenter and Glass Shop Foreman, Glazier and Carpenter employees. The principal duties of this class are performed in an indoor office and outdoor environment, sometimes performing physically demanding duties and dealing with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, monitors and evaluates the work and performance of assigned staff;
- Prioritizes, schedules and completes work orders;
- Manages the Carpenter and Glass Shop services, including preparing required reports, reviewing and approving timesheets;
- Meets with school personnel to discuss requested projects and expected outcomes;
- Meets with engineers, architects and consultants to plan projects; monitor projects for compliance to plans and codes; monitor budgets;
- Reviews and approves purchases by staff;
- Supervises small projects and outside contractors; assists in supervising large projects;
- Responds to inquiries and concerns from the public;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;
- Ensures that all District facilities, cabinetry, glass, cases, and locks are in effective and efficient working order;
- Studies specifications in blueprints, sketches or building plans to determine materials required;
- Estimates amount and kind of materials required;

- Initiates communication with Facilities Services Manager about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Supervises miscellaneous carpentry projects such as replacing door closures, locks and latches and screens; repairing roofs, walls, ceilings, floors, window shades and blinds, ramps and stairs;
- Supervises and builds or repairs cabinets, doors, frameworks, floors, and fixtures used in and around District buildings;
- Inspects ceiling or floor tile, wall coverings, siding, glass or woodwork to detect broken or damaged structures;
- Studies specifications in blueprints, sketches or building plans to determine materials required and dimensions of structure to be fabricated;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Purchases needed construction materials and transports to job sites;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- May be required to work other than regularly scheduled work hours;
- Perform other related duties as required.

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Current building codes and associated requirements;
- General building and construction principles and methods;
- Tools, materials and equipment essential to building maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Estimating small construction project costs and materials;
- Preparation of detailed and accurate records of work performed.

Ability to:

- Plan and complete a variety of construction and carpentry-related tasks efficiently and effectively;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Use a variety of hand and power tools and equipment common to building construction and maintenance;
- Prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;

- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED;
- Four (4) years construction experience in construction carpentry, rough and finish carpentry, cabinets, and roofing with supervision in the construction trades preferred; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Carpenter and Glass Shop Foreman.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is preferred;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe facilities and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.