

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Carpenter Assistant Foreman
Supervisor's Title: Foreman
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Assists Foreman in assuring timely and quality work performed by Carpentry department employees and contracted services. Assists in ensuring safe working conditions and procedures. Monitors adequacy of parts and equipment inventory. Monitors performance of employees including leads and on the job sites when necessary. Maintains continuity of Carpentry department when Foreman is absent.

ESSENTIAL FUNCTIONS

- Inspects work being performed by Carpentry department employees and contract service providers, assuring that work is done properly and within a reasonable time frame.
- Assists Foreman in making hiring, promotion, corrective discipline, retention and disciplinary decisions.
- Provides continuity for department in the absence of the Foreman.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman.
- Oversees and participates in a preventive maintenance program as directed.
- Supervises and monitors the work of leads and assists them in their supervision of journeymen in their responsibility to account and care for district vehicles and assigned tools.
- Assures that leads are following through on area cleanliness and safety.

- Provides trade related input for Capital Outlay and Maintenance project planning and execution.
- Assists in the coordination of Maintenance and Capital Outlay projects under the direction of Foreman.
- Must have a good working knowledge of District Time and Attendance procedures and documentation.
- May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be able to read blue prints. Requires knowledge of building construction and maintenance of facilities. Must be able to use a variety of hand tools, power tools and other equipment such as; forklift, saws, drills, etc. Must have a general knowledge of other trades supervised. Must have well developed supervisory skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Requires basic computer skills. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize lead workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed two years (full time equivalent) of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of Lead Worker in specified trade. In addition, must complete one additional year as a qualified journeyman with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Incumbent will generally oversee the entire staff under the direction of the Foreman. Supervises leads directly and assists them in their specific direction of first line employees. On occasion, this staffing will increase to accommodate temporary employees. On special projects, may directly supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments to Leads and monitors their performance. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.