

Job Description

Title: Carpenter Foreman/Building Services
Team Leader

Reports to: Director of Buildings & Grounds

Minimum Qualifications:

1. High School Graduate
2. Two Years of Vocational School
3. Carpentry Experience

Performance Responsibilities:

This leadership position requires many skills and enough flexibility to recognize some menial tasks can become the priority of the moment. Evaluation of performance will involve two primary functions:

1. Successful completion of assigned work within an exceptable time frame.
2. Leadership of the Building Services Team.

Responsibilities in this position will routinely change and it will be required that the incumbent will take these in stride thus setting an example for all school staff.

Duties:

1. Instills in the Administration a feeling of complete trust, security, and satisfaction through demonstration of competence and willingness to serve.
2. Seek to establish the best working relations with all department staff, student groups, and the public.
3. Enter enthusiastically and cheerfully into facility activities, safety programs, and committees.
4. Maintain high quality standards through a balance of hard work, supervision, and training.
5. Coordinate the activities and functions of the Service Team such that a consistent high level of service is provided.
6. Keep all tools and parts organized and in good repair.
7. Encourage personal growth of all department staff members.
8. Handle problems as opportunities to elicit praise and to acquire the feeling of knowing that a job was well done.
9. Control man hours and supply costs.
10. Grow personally in the position and conduct self ethically at all times to enhance the school's image on and off the job.
11. Assists the Director of Buildings & Grounds where needed.
12. Orders supplies for the carpenters shop.

13. Inspects and repairs all district roofs.
14. Complete all types of carpentry projects.
15. Repairs and installs all types of floor goods.
16. Complete concrete repairs and projects.
17. Complete all types of glass replacements.
18. Repair playground equipment.
19. Hang window treatments.