

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Carpenter	CLASSIFICATION:	Classified Supervisors Association (CSA)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	0445	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	07-21-03
		BOARD REVISION:	

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct the carpentry, locksmith, maintenance engineer specialists, and welding staff in the alteration, renovation, repair, and construction of district facilities, including minor repair and patchwork to roofs, requiring independent judgment and analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, plan, organize, coordinate, and direct the carpentry, locksmith, maintenance engineer specialists, and welding staff in the alteration, renovation, repair, and construction of district facilities, including minor repair and patchwork to roofs, requiring independent judgment and analysis. **E**

Supervise, train, and evaluate the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Prioritize, schedule, and assign work; receive work orders, and dispatch the carpentry, locksmith, maintenance engineer specialists, and welding staff; assure accurate, cost effective, and timely completion of work assignments; drive a vehicle to conduct inspections. **E**

Perform journey-level skilled rough and finish carpentry work in the alteration, renovation, repair, and construction of district facilities; retrofit and remodel classrooms, offices, and restrooms with new durable materials to meet health and Americans with Disabilities (ADA) requirements. **E**

Provide preventive maintenance guidelines and instructions; schedule visits of assigned trades and maintenance engineer specialists. **E**

Prepare and maintain a variety of records and progress reports related to the preventive maintenance effort. **E**

Mix, set forms, pour, and finish concrete for ramps, walkways, stairs, and walls. **E**

Design, construct, and install cabinets, bookcases, bulletin boards, shelves, white boards, partitions, and furniture. **E**

Perform interior finish work such as plastering, sheetrock, vinyl board, FRP, ceramic tile, and exterior finish work such as stucco, siding, trim brick, and masonry applications; perform necessary milling, staining, and finishing work. **E**

Perform structural framing of walls, roofs, beams, and columns; repair and replace cyclone fencing, gates, barriers, and playground equipment. **E**

Make and repair school and office furniture, equipment, and wooden fixtures; perform mill and cabinetwork. **E**

Maintain and repair woodwork of buildings; fit and install doors and accompanying hardware, windows, sashes, and screens; repair panic bars and other exit hardware; install ceiling tiles. **E**

Operate lathes, planers, shapers, joiners, sanders, band saws, drills, and other woodwork equipment; operate a district vehicle, forklift, scissor lift, and related equipment and machinery; maintain equipment, tools, and work area in a safe, clean, and orderly manner. **E**

Assure work completed and in progress comply with applicable laws, rules, and regulations; respond to emergency situations on 24-hour call. **E**

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division; assist with annual division budget preparation activities as directed. **E**

Communicate with district personnel, departments, and contractors to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding work orders and scheduling of projects; confer with district personnel regarding maintenance needs. **E**

Prepare and maintain a variety of records and progress reports related to division activities; operate a computer to maintain records and provide reports; check invoices and assure proper charges are accurately maintained; submit to appropriate personnel and department as required. **E**

Provide excellent customer service by establishing positive relationships with district personnel, vendors, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division; lift and carry heavy objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, four-year carpentry apprenticeship program, and nine years of increasingly responsible journeyman-level carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; asbestos material certification; furnish own hand tools.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Effective supervision practices, evaluation techniques, and leadership styles.

Interpersonal skills using tact, patience, and courtesy.

Basic budget preparation and control.

Operation of a computer terminal and other office equipment.

Methods, equipment, tools, and materials used in carpentry, locksmith, maintenance engineer specialist, and welding work.

Quality and adaptability of various woods.

Carpentry, locksmith, and welding trades.

Building codes, policies, regulations, and guidelines pertaining to a typical school.

Safe working methods and procedures.

Basic record-keeping techniques.

Health and safety regulations.

Technical aspects of field of specialty.

ABILITY TO:

Supervise, plan, organize, coordinate, and direct the carpentry, locksmith, maintenance engineer specialists, and welding staff in the alteration, renovation, repair, and construction of district facilities, including minor repair and patchwork to roofs, requiring independent judgment and analysis.

Supervise, train, and evaluate the performance of assigned staff.

Communicate effectively, and maintain cooperative relationships.

Analyze situations accurately, and adopt an effective course of action.

Prioritize, schedule, and assign work.

Perform journey-level skilled rough and finish carpentry.

Assure accurate, cost effective, and timely completion of work assignments.

Estimate cost of materials and labor.

Order parts and supplies according to established guidelines.

Operate a computer to maintain records and prepare reports.

Work from blueprints, sketches, shop drawings, and diagrams.

Operate and maintain specialized tools of the building trade.

Lift and carry heavy objects according to safety regulations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office, shop, and school environment; drive a vehicle to conduct work; noise from equipment operation; exposure to adverse weather conditions; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to read work orders, blueprints, shop drawings, sketches, diagrams, and monitor activities; walking or standing for extended periods of time; dexterity of hands and fingers to operate a computer and specialized hand tools and equipment; climbing ladders and working from heights; bending at the waist; kneeling, or crouching; reaching overhead, above the shoulders, and horizontally; lifting and carrying heavy objects.

SAMPLE HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber such as attics and crawl spaces; working around and with machinery having moving parts; exposure to flying debris or nails.

Sup IV Carpenter (ZIP 100)

APPROVALS:

Carol M. Mignone, Interim Chief Personnel Officer

Date

Chuck Mc Cully, Interim Superintendent

Date