MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Foreperson-Carpenter **JOB CODE:** 6030

DEPARTMENT: Facilities Operations, Maintenance **SCHEDULE:** HO **DATE:** 10/16/06

BASIC OBJECTIVES

The Foreperson-Carpenter work independently under the general guidance of an Administrator or designee and in accordance with the standard practices of the carpentry trade. Foreperson level work includes, but is not limited to:

- directing the work of assigned staff and providing technical and procedural expertise of the trade to determine a method or devise a means to accomplish the assigned job;
- preparing job cost estimates and interpreting technical data from sketches, blueprints, schematics and service manuals; and
- ensuring that work assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.

JOB TASKS/RESPONSIBILITIES

1. Oversees and performs tasks using the standard tools, materials, codes, methods and safe practices of the carpentry trade.

2. Oversees use of and operates power driven and manually operated equipment and tools.

3. Builds, installs and repairs:

   a. finished carpentry: floors, decks, moldings, casings, stairs, baseboards, and other finish materials; fits and hangs doors, fits and sets windows;

   b. rough carpentry: pouring forms, scaffolding, framing and concealed structural work; and

   c. millwork: cabinets, shelving and other specialty items of similar nature with fine wood finish or laminate finish.

4. Plans, schedules and directs the work of assigned staff and maintains records of all assignments.

5. Determines materials and equipment required for assigned jobs and oversees their use, security and disposition.

6. Prepares estimates of time and materials for assigned jobs.

7 Plans and coordinates work with other trades.

8. Evaluates skills and performance of assigned staff; conducts or arranges for training as needed.

9. Remains current with technological methods and advances of the trade.

10. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.

11. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, vibrations, hazards and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.

2. Ability to read, write and understand oral and written instructions.

3. Acceptable written evidence of a minimum of six (6) years of diversified experience in the carpentry trade, including three (3) years experience as a Journeyperson plus a minimum of one (1) year experience directing Journeyperson-led work crews.

4. Possession of a valid Florida Class E driver's license.

5. Satisfactory completion of a physical examination prior to hire.

Prior revision date (s): 01/12/94, 05/28/99, 12/11/00, 08/22/06