

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: CARPENTRY SHOP SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance, supervise, coordinate and participate in the maintenance, repair, construction, alteration, forming, framing and finishing of District buildings and facilities; train, schedule and supervise assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Supervise, coordinate and participate in the maintenance, repair, construction and alteration of District buildings and facilities; assure compliance with building, health and safety codes and standards.

Train and supervise the performance of assigned personnel; coordinate and schedule carpentry activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Oversee and participate in the construction, alteration, repair and inspection of structures including cabinets, shelves, partitions, counters, doors, paneling, window frames, sheds, scaffolds, shelving, stairways, bookcases, fences, furniture and a variety of special fixtures.

Supervise and participate in the maintenance and repair of woodwork in District school facilities; match materials for color, grain or texture; cut, fit, and hang doors, windows, sashes, and screens; install and repair floorings, drywall, plaster and roofing.

Operate a variety of carpentry equipment including table saws, radial arm saws, jack hammers, band saws, routers, jointers, sanders, drills, nail guns, panel saws, air guns, lathes, planes, forklifts and jig saws; maintain tools and equipment in safe working conditions; drive a vehicle to conduct work.

Estimate labor, time and material costs; monitor inventory levels of carpentry supplies, materials and equipment; order, receive and oversee the storage of carpentry supplies, materials and equipment.

Plan and lay out work on assigned work orders; make rough sketches and working drawings; work from oral and written instructions, work orders, technical manuals, shop drawings, wiring diagrams, blueprints, schematics, specifications and catalogs; generate project plans with Autocad software as required; respond to emergency needs as requested.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Mix, pour and finish concrete used in repairing structures.

Install chalkboards, whiteboards and various signs.

Prepare and maintain a variety of records and reports related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Trade tools, equipment, materials, methods and techniques used in skilled carpentry and in general maintenance and repair.

Principles and practices of supervision and training.

Appropriate health and safety precautions and procedures.

Technical aspects of field of specialty.

Proper methods of storing equipment, materials and supplies.

Federal, State, and local building codes and regulations.

Operation and use of hand and power tools and equipment.

Shop math applicable to the building trades.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques.

**ABILITY TO:**

Supervise, coordinate and participate in the maintenance, repair, construction, alteration, forming, framing and finishing of District buildings and facilities.

Interpret and apply codes, rules and regulations involved in assigned maintenance activities.

Effectively and safely operate a variety of tools and equipment used in the skilled carpentry trade.

Generate project plans via hand drawing or CAD.

Interpret blueprints, shop drawings, sketches and work orders.

Add, subtract, multiply and divide quickly and accurately.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Plan and organize work.

Prioritize and schedule work.

Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in carpentry and five years Journey level carpentry experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Incumbents are required to obtain forklift certification within six months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor shop environment.

Driving from site to site to conduct work.

Subject to noise from equipment operation.

**PHYSICAL DEMANDS:**

Standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Pushing, pulling, lifting and carrying heavy objects as assigned by position.

Dexterity of hands and fingers to operate specialized hand and power tools and equipment.

Seeing to read a variety of materials and perform carpentry work.

Hearing and speaking to exchange information.

Climbing ladders and working from heights.

Heavy physical labor.

**HAZARDS:**

Working on ladders, scaffolding and rooftops.

Working around and with machinery having moving parts.

Fumes from paints and solvents.

Power saws and flying debris or nails.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*