

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Carpenter Foreman

II. Definition

Under direction of the Maintenance Supervisor and as a working foreman, to plan the work of journeyman carpenters and to perform related duties as assigned.

III. Examples of Duties

Receives oral and written assignment of carpentry projects; submits cost and time estimates of proposed projects and work yearly maintenance budget. Plans, lays out, assigns and supervises journeyman carpenters and other semi-skilled workmen assigned to work under his direction; inspects completed jobs to insure they are performed in journeyman-like manner; orders materials, tools and equipment required to complete assigned work; and when not performing these duties, will be required to work with tools and the carpenters in the field.

IV. Distinguishing Characteristics

V. Employment Standards

A. Knowledge of:

Materials, tools and standards used in woodworking trade;

Planning and performing complete jobs with minimum supervision working from sketches or blueprints.

B. Ability to:

Lead and direct personnel in the proper methods and materials used in performing their work, contact and direct subcontractors in completing their work throughout the

District;

Must work harmoniously with others.

C. Education/Training/Experience:

Completion of 12th grade, and four years experience as a journeyman carpenter with one year as a leadman or foreman.

D. Licenses/Certificates:

Valid California Driver's License

VI. Specific Qualifications

Date 7/73

Range _____

Position Code 241702

JBD:yy