

## Carpenter Foreman

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### **DEFINITION**

This is advanced foreman level work in the maintenance carpentry area.

An employee of this class supervises and co-ordinates the activities of tradesmen engaged in the maintenance, repair, alteration, construction and erection of all types of structures. An incumbent may also perform journeyman level work in addition to inspection of work (completed, in progress, and needing to be done), estimating costs, requisitioning supplies, keeping records, preparing reports, etc. Technical assistance, oral and written instructions, plans, specifications and preventive maintenance schedules are received from a supervisor who evaluates performance through consultations, inspections, cost reviews and feedback from field personnel.

### **TYPICAL DUTIES** \*

Plans, schedules, assigns and supervises the work of subordinates performing carpentry tasks on doors, windows, floors, roofs, stairs, etc., in the shop and throughout municipal buildings and facilities.

Inspects work in progress and upon completion for adherence to trade standards and observance of safety regulations and practices, and conducts Hazard Assessments.

Organizes monthly safety tailgate meetings and provides minutes to both the Structural Supervisor and Director. Perform monthly on site safety inspections of staff.

Conducts inspections to determine maintenance, repair or other carpentry needs; estimates cost of projects by preparing lists of material and labour requirements.

Prepares and reviews completed work orders for accuracy and cost effectiveness.

Maintains contact with lumber companies, hardware dealers, etc. for information on prices, new products, etc.

Requisitions material and equipment.

Prepares employee time sheets; maintains cost records; writes monthly and annual reports; assists in budget preparation and planning of preventative maintenance program.

Performs other related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of the characteristics and proper use of all building construction materials; the methods and techniques used to build, modify, maintain and repair structures to withstand varying loads.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of supervisory practices and principles and ability to effectively plan, assign and inspect the work of subordinates.

Ability to communicate effectively with superiors and subordinates and to understand and execute oral and written instructions and to interpret plans and specifications.

Ability to maintain time and material records and to prepare reports and cost estimates.

Skill in the use of the tools and equipment of the trade.

Demonstrated SAP plant maintenance system ability.

Demonstrated Microsoft and Outlook ability.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Certified Alberta Journeyman in the trade of Carpenter. Five years of progressively responsible experience at the journeyman level in maintenance carpentry, including at least six (6) months experience at a contract inspector level. Demonstrated supervisory ability and completion of leadership/supervisory training including Foremanship Level I and Leading People for Results or the equivalents recognized by the City of Edmonton. Possession of a Class 5 Alberta Motor Vehicle Operator’s Licence.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0049			
Grade	084			
Last Updated:	2010/01			
Previous Updates:	1991/08, 1979/01			
Originated:	1976/08			