

CARPENTRY SUPERVISOR

DEFINITION OF WORK

Employee serves as the manager of the Carpentry Department and supervises Maintenance Technicians in the construction, renovation, and maintenance of wooden structures, buildings, furnishings, and furniture for County owned facilities. Prioritizes requests for services, determines what is needed to provide the service, and scope of projects. Monitors project activities to ensure instructions are followed, deadlines met, and project timeframes maintained. Employee partners with County Engineering, outside vendors, and Building Maintenance staff based on project needs. Position supervises three full-time Maintenance Technicians performing a variety of carpentry and construction work. Employee selects staff, conducts performance evaluations, approves leave, and resolves disciplinary issues for the Department. Employee participates in the development and implementation of Department's goals, objectives, and work standards. Employee receives general direction and guidance from an Assistant County Manager.

EXAMPLES OF WORK

Employee receives work orders; discusses projects with County personnel; plans work schedules; draws sketches; determines cost estimates; purchases materials and supplies; assigns work; ensures adequate equipment and supply inventory; and ensures completion of projects. As a master carpenter, employee completes projects from initial plan design through completion. Participates in a variety of work in the design and installation of furniture to include building furniture and cabinets, repairing door frames and replacing doors, preparing shelving, repairing ceilings, staining doors and painting offices. Employee operates small to heavy equipment to include, but not limited to, table saws, radial arm saws, hand saws, drill presses, hammers, back saws, and carpet and tile remover tools. Employee resolves major complaints and concerns of employees; projects yearly expenses; and assists in the preparation and administration of the Department's budget. Employee performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a two-year technical or community college with a degree in carpentry or a closely related field and two years of experience performing a full range of journey-level tasks associated with the carpentry trade; or high school and four years of experience performing a full range of journey-level tasks associated with the carpentry trade; or a equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the standards, practices, and tools of the carpentry trade; a knowledge of County facilities and operating practices; an ability to perform administrative functions and supervise the work of others; an ability to organize and prepare reports, schedules, and project plans; ability to effectively communicate and follow oral and written instructions; and the ability to develop good working relationships with co-workers.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employee is subject to hazards associated with working in inside and outside environments, in extreme hot and cold weather, with exposure to dust, loud noises, odors, vibrations, toxic fumes, oils, gases, chemicals, blood, or flammable liquids; hazards associated with physical conditions may involve the movement of mechanical parts, electrical current, working on scaffolding and high places. Work subjects employees to compliance with OSHA Safety standards, policies, and regulations.

PHYSICAL REQUIREMENTS

Must be able to perform tasks that involve regular, and at times, sustained performance of moderately physically demanding work.

Must be able to perform work typically involving some combination of bending, stooping, and holding wood, saws, and carpentry equipment.

Must be able to lift, carry, push and/or pull moderately heavy objects and materials up to 75 pounds.

Must be able to perceive and discriminate colors, sounds, and odors.