

# Carpenter Foreman

## POSITION DESCRIPTION

- Responsible to the appropriate Supervisor, the foreman works within his/her area of responsibility to organize and supervise the work for his/her staff. The foreman also coordinates activities with administrators, supervisors, foreman, PAC groups, the public and other workers, and performs work within his/her trade certification when required.
- The foreman is expected to communicate with employees the Employer's expectations of workplace performance including advising, directing, initiating letters of direction, and when necessary, verbally warning employees about any performance deficiencies. When further disciplinary steps are necessary, the foreman will suggest appropriate recommendations to excluded management pursuant to Article 13 of the Collective Agreement.
- Works independently, and when required, travels from job site to job site using either a School Board or privately owned vehicle, for transporting workers, supplies, materials, tools and/or equipment to the job site.
- Reviews work requests to determine personnel requirements, procures materials necessary, ensures tools and equipment are available, and establishes a schedule to complete the work within acceptable time and quality parameters.
- Estimates labour, materials and other requirements for completion of specific jobs and provides written estimates when required.
- Reviews with his/her staff, on an individual or departmental basis, those policies, procedures, regulations, and terms of the collective agreement relative to the day-to-day operation of his/her department.
- Initiates discussions on a regular basis concerning work related issues such as team building, conflicts and work performances, with a view to seeking solutions.
- Co-ordinates servicing or repair of District buildings or equipment with outside agencies and inspects and reports on the quality of work as and when required.
- Researches information and develops new procedures in conjunction with his/her supervisor to improve the workings of his/her department.
- Responds effectively to enquiries from schools and the public.
- Attends courses, seminars or workshops as approved by his/her supervisor to upgrade skills or stay current with practices and procedures relative to his/her department.
- Maintains a working inventory of parts, supplies or equipment for his/her area of responsibility.

- Manages the inventory of used furniture, equipment, shelving and other surplus items. Meets with educational staff as and when necessary to assist with the supply of used items.
- Procures goods and services from vendors when required using petty cash, standing purchase orders, purchasing card or other means.
- Ensures that all timecards for his/her staff are accurate and submitted to payroll within specified timelines.
- Cleans work area, tools and equipment in his/her area.
- Performs other assigned duties related to the above.

## JOB QUALIFICATIONS

### EDUCATION/TECHNICAL REQUIREMENTS

- Grade 12 certificate or an equivalent combination of education, training and experience.
- Valid Class 5 British Columbia Drivers License.

### OTHER RELATED COURSES

- Courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution.
- Trades Qualification and/or Certification of Apprenticeship in Carpentry or Joinery.

### EXPERIENCE/TECHNICAL REQUIREMENTS

- Four (4) or more years of specific experience estimating jobs and supervising and coordinating employees, or six (6) years experience in their related area including some direct experience estimating jobs and supervising their staff and coordinating other trades/departments, through the entire cycle of work, from beginning of estimate to completion of project.
- Demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role. Stakeholders could include Principals, teachers, students, parents, office staff, custodians, etc.

## KNOWLEDGE

### THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:

- The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.
- Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.

- Carpenter shop tools and equipment along with cabinet making and other joinery skills.
- A basic understanding of his/her department's operating budget.
- School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.
- Personal computers; including current word processing, spreadsheet, database and facilities management software used by School District #61.
- A basic understanding of the trade of Welding.
- The requirements of the Technology programs at both Middle and Secondary levels.

## SKILLS AND ABILITIES

### THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:

- Maintain a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public.
- Estimate time, materials, equipment and manpower required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project.
- Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet unforeseen circumstances.
- Make presentations to groups or meetings to provide information or to outline the department's position on a certain topic or issue.
- Ability to supervise the work of others.
- Read and interpret plans and specifications.
- Understand and carry out written and oral instructions.
- Communicate clearly and effectively with workers and non-construction related personnel both verbally and in writing.
- Use his/her interpersonal skills to solve minor grievances or employee disagreements using conflict resolution techniques.
- Perform duties in compliance with safety regulations.

### WORKING CONDITIONS/OCCUPATIONAL REQUIREMENTS

- Sufficient sight and hearing to perform related job duties.
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations.
- Able to perform related physical and mental activities.
- Able to work in a highly active physical environment.
- Able to work in adverse weather conditions.