Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Carpenter Foreman	**CLASS NUMBER:** 30112	**FLSA:** Non-Exempt
AGENCY/DIVISION: Public Facilities Management	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N13	**POSITION CONTROL #:** 033620
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 7:00 AM – 4:00 PM	**SUPERVISOR (PCN):** Superintendent, Construction (033600)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Carpenter Crew Leader (033621) Carpenter (033622, 033623, 033624, 033625)		

CLASSIFICATION PURPOSE:
The primary purpose of the Carpenter Foreman classification is to supervise, maintain, build, and improve the facilities used by the county.

JOB DUTIES:
Supervise and directly plan work assignments of assigned staff. Prepare performance appraisals and conduct training. Ensure materials and proper equipment is available to assigned staff for use. Ensure staff is in compliance with safety rules and regulations. Inform supervisor of any discipline and performance problems and assist in the review of staff timecards and records. Perform rough and finished interior and exterior carpentry work (e.g., remodeling offices, repairing floors, stairs, walls, concrete paneling, drywall, and metal studs). Install, construct, and repair wood, drywall, laminate, and ceramic products according to design. Install ceilings (e.g., grids, acoustic tile). Install and repair floor coverings, vinyl tile and base, carpet squares, and rolled carpet (e.g., over pad and direct glue down). Repair broken furniture. Perform interior demolition and make minor exterior building maintenance repairs and alterations. Maintain working relationships with staff and explain what projects need to be completed. Order materials, supplies, and equipment. Request purchase orders and track monies spent. Sign leave forms, maintain records, and enter information into a computer system. Assist with the preparation of estimates for construction and remodeling projects. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of inventory control; supervision; agency policy and procedures. Skill in skilled trade; equipment operations. Ability to add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; understand manuals and verbal instructions, technical in nature; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; demonstrate strength to lift up to 50 lbs.; demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational and/or technical training with three (3) years of commercial carpentry experience.

Additional Requirements:
Must maintain a valid Ohio driver's license.

Supervisory Responsibilities
Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:
May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____ _____ _____
Employee Name Employee Signature Date