



Job Specification

Job Title: Carpenter Foreman
BCAT Code: 705X AC
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs supervisory work involving the construction and maintenance of structural woodwork, furniture, etc.

Examples of Duties

- Coordinates work activities of carpenters.
- Ensures materials are available for assigned projects.
- Estimates cost and completion time for projects.
- Repairs and maintains doors, cabinets, bookcases, floors and other structures.
- Installs doors, windows, tiles, floors, ceilings, etc.
- Performs bench work in the carpentry shop.
- Builds and repairs desks, tables, chairs, bookcases, etc.
- Builds room partitions and other structures.
- Studies blueprints and building plans to determine materials needed and dimensions of structures.
- Marks cutting and assembly lines on materials; shapes material to prescribed measurements.
- Assembles, cuts and shapes materials and fastens them together.
- Erects framework for structures and lays sub-flooring.
- Applies decorative material to walls and ceilings.
- Constructs forms and chutes for pouring concrete.
- Instructs others in the proper use of tools used in the carpentry trade.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of equipment, practices and procedures of the carpentry trade.
- Effective oral and written communication skills.
- Ability to use hand tools and power tools of the carpentry trade.
- Ability to climb ladders and scaffolds.
- Ability to access confined spaces.
- Ability to interpret blueprints.

Minimum GSU Hiring Standards

Technical or vocational degree and three years experience, including one-year lead worker or supervisory experience; or a high school diploma or GED and five years experience, including two years of lead worker or supervisory experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.