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**September 24, 2021**

**Carpenter Foreman  
Facilities Management  
Supervisory/Technical – Grade 19 (\$61,363 - \$67,524)  
12-month, Full Time**

### **Scope of Responsibilities**

The Carpenter Foreman shall maintain all interior and building carpentry-related operations across the district ensuring good appearance and safety. Adapt to changes and emergencies, organize, and supervise all aspects of work performance as related to this trade.

### **Performance Responsibilities**

1. Renovate and remodel classrooms, offices, etc., as needed to accommodate staff and students.
2. Provide miscellaneous hardware for minor and major repair work, including maintaining equipment in excellent working condition (i.e., blades sharpened, batteries charged, etc.).
3. Repair/replacement of shades, drapes, Venetian blinds, etc.
4. Maintains lockers, cabinets, shelving, etc., and repairs as needed.
5. Constructs/install cabinets, bookcases, countertops, etc.
6. Install acoustical ceiling systems, metal/wood framing systems and install and finish drywall.
7. Perform concrete and masonry work.
8. Window maintenance:
  - a. Repair and reglaze all windows
  - b. Cut glass and Lexan.
  - c. Caulk windows and seal Lexan with silicone.
  - d. Hang mirrors.
  - e. Repair and install window screens, window hardware, locks, etc.

9. Provides supervision to department employees, ensuring compliance with all applicable work, rules, policies, and procedures.
10. Participate in interviewing, selection, and the evaluation process.
11. Responsible for overseeing:
  - a. Department budget,
  - b. Memo purchase orders,
  - c. Estimates of jobs, and
  - d. Work and job schedules.
12. Prepare specifications and bidding documents for small-scale projects.
13. Coordinates special projects with outside contractors and ensures all work is completed.
14. Maintains supplies, materials, and tools to complete the work and transport items to the job site.
15. Other work as assigned.

### **Minimum Qualifications**

1. Evidence of journeyman certification in carpentry.
2. Expertise in woodworking.
3. Ten years of experience in carpentry related work.
4. Ability to lead workers to accomplish work projects.
5. Practical knowledge and experience in carpentry/construction.
6. Thorough knowledge of the proper use and application of tools and materials of the trade.
7. Ability to work from ladders and scaffolding.
8. Ability to adapt in emergency situations.
9. Good work and attendance record.
10. Willingness to work overtime as required at any time needed in emergencies
11. Ability to handle physical requirements of the job: bending, lifting up to 100#, pushing, pulling, climbing, and reaching.

### **Desirable Qualifications**

1. Ability to work effectively around students and building staff.
2. Be a neat and conscientious self-starter.

Please apply online at [www.kpsjob.com](http://www.kpsjob.com)

**Position will remain posted until filled.**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**