

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Carpenter Crew Leader	<u>CLASS NUMBER:</u> 30111	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Carpenter Foreman (033620)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Carpenter Crew Leader classification is to lead a crew of carpenters in the maintenance, building and improvement of county facilities and structures.

JOB DUTIES:

Provide direction to carpenters skilled in construction and maintenance work. Perform rough and finished interior and exterior carpentry work (e.g., remodel offices, repair stairs, install drywall, framing, trim, doors, ceilings, floor covering, and hardware). Install carpet, carpet squares, VCT tile, cover base, sheet goods, build and laminate counter tops. Install and adjust door hardware (e.g. hinges, locks, closers, sweeps, strikes, etc.). Install and adjust metal/wood frames. Repair and replace damaged drywall. Construct outdoor building amenities including fences, benches and garden planters. Install ceilings, grids and acoustic tiles. Read and interpret blueprints, verify dimensions, and correct errors.

Prepare work area by removing furniture and debris, erecting barricades, and installing signage and safety tags. Clean and maintain tools and perform site cleanup. May assign jobs to staff in the absence of Carpenter Foreman.

Perform other miscellaneous duties (e.g., prepare cost estimates, order materials, keep inventory of tools, investigate reported progress and problems, etc.). Communicate with management on project assignments and receive direction from management of final project changes in assignments. 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; employee training and development; lead work, supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to interpret extensive variety of technical materials in books, journals and manuals; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; read short sentences with basic, concrete vocabulary; maintain accurate records; demonstrate physical fitness; 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, supplemented by vocational/technical training with emphasis in carpentry and three (3) years of commercial carpentry experience.

Supervisory Responsibilities

Ability to provide instruction to other employees.

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