

## Job Description

**Job Title:** Carpenter Supervisor  
**Position Code:** 1N34, AN34  
**Job Classification:** Non-Exempt

**Supervisor:** Executive Director of Plant Services  
**Pay Grade:** 33  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, supervising, and leading the work of one or more skilled carpenters at different levels involved in the maintenance of school structures, furniture and equipment.

### Essential Duties

1. Responsible for supervising and inspecting skilled carpentry work.
2. Procures the appropriate equipment and materials.
3. Prepares routine work reports.
4. Performs the most difficult carpentry work.
5. Makes assignments to carpenters, locksmiths and tile mechanics and gives technical advice and assistance when needed.
6. Inspects all major projects for satisfactory performance and uses own judgment regarding work schedule.
7. Determines number of personnel and materials required for job and assigns carpenters as needed
8. Maintains records of carpenters' time and the materials used for each job; provides reports with details of work of the carpentry crew.
9. Performs carpentry jobs requiring a high degree of skill and gives assistance on complex jobs.
10. Prepares sketches and diagrams for carpenters and reviews blueprints.
11. Prepares specifications for procurement of supplies and services on purchase orders for shop related work.
12. Manages supply line for carpenter shop in conjunction with the Supply Supervisor.
13. Inspects schools and writes up deficiencies for correction; inspects scaffolding and hazardous work to make certain that safety measures are being observed.
14. Enters work requests, updates and completes entries into the CMMS.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school or G.E.D. certificate or trade school course. Considerable experience as a journeyman carpenter at the level of Carpenter III. Comprehensive knowledge of standard practices, tools, and the terminology of the carpentry trade. Ability to plan and supervise the work of others. Knowledge and familiarity with the city/school purchasing system. Ability to supervise a work crew and deal effectively with teachers, principals and administrators. Ability to read, write and do mathematics associated with carpentry work. Good physical condition, able to climb ladders, stoops, crawl and kneel. Eye sight and hearing correctable to meet challenges of the job.

### Working Conditions and Physical Requirements

Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Executive Director of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Carpenter Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date

Revised 09/2021 CR