

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Carpenter Foreman

JOB CODE : 030202, 035203

DATE PREPARED : July 27, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directly supervises journeyman carpenters according to instructions received from a general foreman or salaried supervisor and possesses significant knowledge of the carpentry trade from cabinetry to heavy construction.

DIMENSIONS

The incumbent reports to a Carpenter General Foreman or directly to an exempt supervisor and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel; directs employees to ensure that work is of good quality and is performed in a timely manner;
3. Interprets specifications, blueprints, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records; makes material take offs; orders supplies and materials required for each job;
4. Interprets Company policies and directs employees to comply with the applicable environmental, safety, and health policies and procedures;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout shift on all types of surfaces, uneven terrain, indoors and outdoors; up to one-quarter mile per shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Carpenter Foreman

2. Occasional sitting while working at ground level or during breaks/lunch;
3. Constant lifting/carrying tools, equipment, and lumber up to 50 pounds; occasionally up to 65 pounds of larger materials such as 2 x 12s;
4. Frequent pushing/pulling using both hands/arms while moving equipment, putting up drywall, etc., exerting up to 35 to 50 pounds of force;
5. Frequent climbing/balancing on stairs, ladders, scaffolding while performing installations or repairs at heights up to 8 to 10 feet;
6. Constant bending/twisting at waist/knees/neck while performing job duties;
7. Occasional kneeling/crouching while performing duties at or near ground level; occasional working in confined spaces (i.e., attics);
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools and equipment; overhead reaching required;
9. Constant use of sight abilities in performing duties and in maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that carpentry construction and repair is performed according to specifications and regulations and in maintaining a safe work environment;
2. Must be able to plan/organize work in order to complete all assignments in a timely manner;
3. Must be able to use independent judgement and problem-solving skills to determine materials/parts/equipment requirements and resolve problems;
4. Must possess good mechanical aptitude, spatial reasoning abilities, and ability to apply knowledge and experience to current situation in order to develop procedures and determine best method to accomplish desired results;
5. Must possess good mathematical skills including fractions, decimals, algebra, and trigonometry in order to make necessary calculations;
6. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and time constraints;
8. Must possess good interpersonal and oral/written communication skills in order to deal with all levels of personnel in an effective and professional manner and to complete required paperwork accurately;
9. Must possess good supervisory/leadership skills in order to provide guidance and training to assigned personnel in an effective and positive manner;
10. Must be able to read/write/speak English.

Carpenter Foreman

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed approximately 30 percent indoors in carpentry shop and 70 percent outdoors under all types of conditions including elevations up to 6,700 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand/power tools including hammers, saws, drills, tapes, etc., and shop equipment; safety equipment including gloves, hard hat, safety shoes, rain gear, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman carpenter or completion of a recognized apprenticeship program plus one year of experience required. Previous supervisory experience or assignment to a lead role is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.