



OFFICE OF HUMAN CAPITAL

Job Information	
Job Title: <i>Shop 901 Carpenter Crew Leader</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code: <i>Entered by Compensation, Office of Human Capital MTN00FSHFCESTM3755</i>	Reports To: <i>Supervisor of Shop 901</i>
Office: <i>Operations</i>	Department: <i>Facilities and Maintenance Services (DFMS)</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Overtime Eligible</i>	Term of Employment: <i>Full Time (FT)</i>

Position Summary/Purpose:

1. *Plans, organizes, directs, evaluates, monitors, budgets and manages District and contracted personnel in the installation, repair, inspection, maintenance, modification, etc. of:*
 - a) *Various finished ceilings and flooring systems and their respective structural support systems*
 - b) *Wood roof structural support systems*
 - c) *Interior and exterior doors and windows and associated trim, hardware, weather-stripping, etc.*
 - d) *Casework, cabinet work and associated trim, finishes, etc.*
 - e) *Various metal and wood partitions and walls and associated trim, finishes, etc.*
 - f) *Various curbs, platforms and other miscellaneous wood structures.*
 - g) *Insulated panels and associated trim*
 - h) *Concrete formwork on bridge beams, roadways, sidewalks, piers, stairways, ramps, curbs, etc.*
2. *Navigate and monitor Computerized Maintenance Management Software system (preferably in AssetWORKS) for trade related work orders, budget targets, etc.*
3. *Operates, maintains and ability to train others in equipment related to the trade.*
4. *Performs other duties as assigned.*

Essential Functions/ Core Competencies:

1. *Ability to direct others in the installation, repair, modification, etc. of a variety floors, ceilings, structural supports, doors, windows, casework, cabinet work, wall , partitions, curbs , platforms, panels, forms, etc. and associated trim, hardware, etc.*
2. *Ability to estimate and allocate manpower, materials and equipment related to the trade.*
3. *Works effectively as a leader and member of a team.*
4. *The ability to develop effective working relationships with diverse individuals at all levels*
5. *Demonstrates professional conduct at all times.*
6. *Committed to continuous improvement within trade and the organization in whole*
7. *Displays quality work through accuracy and attention to detail.*
8. *Effective written and verbal communication and presentation skills.*
9. *Demonstrates skills as required by job responsibilities.*

10. Knowledge of construction terminology and practices, construction materials, safe working practices, basic math including basic geometry
11. Excellent planning and organizational skills.
12. Ability to organize resources and establish priorities.
13. Work independently with minimal direction.

Job Requirements:

Education Requirements:

1. High school diploma or equivalent (GED)

Certifications and Licensing Requirements:

1. Journeyman Certification from an accredited organization.
2. Valid State of Wisconsin Motor Vehicle operator's license and availability of properly insured personal vehicle at time of appointment and throughout employment.
3. Certification in the EPA Asbestos Abatement Training Program (O&M) within 6 months of appointment
Note 1
4. Silica Awareness Training within first month of appointment. Note 1
5. Certification in the Lead Safe Renovator Training Program within 6 months of appointment. Note 1
6. Scaffolding User and Erector Training Certification within 6 months of appointment. Note 1
7. Fall Protection Competent Person Training Certification within 6 months of appointment. Note 1

Note 1 – Training and/or testing will be provided by MPS but employee must obtain the certification within the time allotted.

Experience Requirements:

1. Five (5) years of experience at a journeyman carpenter work level
2. Five (5) years of experience in operating within a Computerized Maintenance Management Software system (preferably in AssetWORKS)
3. Experience as indicated previously indicated Essential Functions/ Core Competencies.

Knowledge, Skills and Abilities:

1. Ability to perform previously indicated Essential Functions/Core Competencies.
2. Must have a working knowledge of and skill in navigating a Computerized Maintenance Management Software system (preferably in AssetWORKS)
3. Knowledge of and skill in reading and interpreting project specifications and drawings related to the trade and as necessary to coordinate with other trades
4. Knowledge of and skill in installing, repairing, maintaining, inspecting, testing and modifying:
 - a. Various finished ceilings and flooring systems and their respective structural support systems
 - b. Wood roof structural support systems
 - c. Interior and exterior doors and windows and associated trim, hardware, weather-stripping, etc.
 - d. Casework, cabinet work and associated trim, finishes, etc.
 - e. Various metal and wood partitions and walls and associated trim, finishes, etc.
 - f. Various curbs, platforms and other miscellaneous wood structures.
 - g. Insulated panels and associated trim
 - h. Concrete formwork on bridge beams, roadways, sidewalks, piers, stairways, ramps, curbs, etc.
5. Working knowledge of computer applications including MS Office software and AiM Asset Manager Software.
6. Ability to gather data, compile information and prepare field reports as required.
7. Ability to direct others and construct and/or erect various types of support equipment, including scaffolding, swing stages, bosons chairs, extension and step ladders and needle beam scaffolding.

Working Environment:

1. Ability to work mandatory overtime hours as required, whether given advanced notice, or called-in to perform emergency duties
2. Exposure to dust, dirt, general construction debris, hazardous materials, etc. that may require the use of respiratory protection.

3. *Exposure to loud noises that may require the use of hearing protection devices.*
4. *Exposure to confined spaces that may require special rigging, harnessing, etc.*
5. *Work at heights on various types of support equipment that may require special harnessing and fall protection equipment.*
6. *Roof work that may require special fall protection equipment, such as personal fall arrest systems (PFAS).*
7. *Essential physical requirements, such as climbing, standing, stooping, crawling, etc.*

Physical Demands:

1. *Exposure to work environments as previously indicated*
2. *Ability to climb and work at heights at or above 100 feet in all weather conditions*
3. *Ability to move objects weighing up to 75 lbs.*

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.