



**Job Code:** 2318

**Grade:** X

**HCWR:** N

**Job Title**

Carpenter Foreman

**Department**

Buildings and Grounds

**Job Summary**

The Carpenter Foreman plans and supervises carpentry projects and coordinates the activities of the Carpenters assigned to various tasks. Interprets and reviews blueprints, sketches, and work orders. Determines appropriate work procedures and materials needed; assigns work to Carpenters and gives instructions on procedures and completion time. Observes proper maintenance of carpenter equipment and tools; assists Carpenters with difficult work assignments and situations; and attends confidential meetings with department's administrative staff and Project Engineers to discuss projects, anticipate problems, forecast project timetables, and discuss the deployment of personnel.

**Typical Duties**

- Accountable for the supervision and evaluation of Carpentry staff
- Coordinates, prioritizes, assigns, and inspects work tasks on a daily basis
- Oversees the key and lock system for all buildings within the complex, maintaining log of all keys issued
- Attends Foreman and confidential meetings with department heads, project managers, etc.
- Coordinates work projects with other trades and staff to assure the timely completion of a project
- Forecast project time tables, arranges for the deployment of personnel, and calculate the quantity of materials needed.
- Procures required repair and part manuals for new existing equipment (mechanical, patient care, and medical)
- Tracks personnel used, hours, and timeliness of services
- Troubleshoots payroll problems for staff
- Monitors daily schedules and approves vacation according to guidelines of vacation policy
- Inventories supplies and working tools to assure a par level is maintained, recommending the procurement of equipment, supplies, and services prior to exhaustion
- Assures equipment is maintained and in working order
- Prepares reports on equipment condition and repairs of equipment
- Maintains daily record of work completed including work orders, emergency work orders, and preventative maintenance
- Trains and coordinates training of staff on new equipment and/or procedures
- Functions in the capacity of a Carpenter as circumstances require
- Makes use of County supplies and utilities in the most efficient and cost-effective way

**Minimum Qualifications**

- High School Diploma or equivalent, required
- Successful completion from an approved and recognized apprenticeship program or equivalent pursuant to attending Journeyman status as a Carpenter, required
- Five (5) years of professional work experience functioning in the capacity of a Journeyman



**Minimum Qualifications**

Carpenter

- Possession of a valid driver's license issued by the State of Illinois, required

**Preferred Qualifications**

- NA

**Knowledge, Skills, Abilities and Other Characteristics**

- Expert in and adheres to the existing contractual agreement, hospital policy, municipal codes, and regulatory agency requirements for a hospital relative to a Carpenters' scope of work
- Expertise in the use of standard machine tools used in a carpenter shop environment
- Expert ability to read blueprints, manuals, and specifications to determine dimensions and tolerance of times to be made or repaired
- Ability to perform the essential job duties listed in the job summary and typical duties
- Ability to walk extensively, lift moderately heavy objects, climb ladders, and stairs
- Ability to consistently push, pull, twist, turn, bend, kneel, stoop, lift and reach above shoulder and stand for prolonged periods of time.
- Ability to communicate effectively with staff and various levels of management

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**