

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

**POSITION TITLE:** Carpenter General Foreman

**JOB CODE :** 03021, 035601

**DATE PREPARED :** July 20, 1992

**Revised: December 13, 1993**

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**SUMMARY STATEMENT**

The incumbent is directly responsible for supervision of Carpenter Foremen, Carpenters, or other craftspeople, their work performance, and safety; possess extensive knowledge of carpentry trade from cabinetry to heavy construction.

**DIMENSIONS**

The incumbent reports directly to an exempt supervisor and supervises other Carpenter Foremen and their crews.

**NATURE AND SCOPE**

1. Plans, directs, organizes and controls assigned craft teams through subordinate foremen to accomplish Company goals and objectives;
2. Makes recommendations on materials, parts, and equipment; assists in determining personnel assignments to work locations and scheduling work flow to maximize productivity;
3. Assists in formulating procedures and policies necessary for the efficient operation of the section; answers technical questions regarding craft operations;
4. Directs and verifies work order usage with work requests to prevent any overcharging; checks work for accuracy; reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
5. Reviews craft cards to authenticate qualifications of craft workers committed to projects; conducts new employee orientation and assists in evaluating employee work performance; recommends personnel actions.
6. Conducts weekly safety meetings to promote safety consciousness and reviews safety meeting report forms from subordinate foremen;
7. Assures that all vehicles and equipment being used meet safety regulations and that all Company policies and procedures are being followed;
8. Assists in the preparation of reports, surveys, and investigations necessary to assure compliance with Company requirements and data collection needs;
9. Assists in total quality management process improvements and customer satisfaction; surveys work areas for environmental, safety, and health conditions to assure compliance with Company policies; performs related work as required;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

## Carpenter General Foreman

### ESSENTIAL JOB FUNCTIONS

<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>

#### Physical

1. Frequent standing/walking throughout shift on all types of surfaces and uneven terrain, indoors and outdoors;
2. Frequent sitting at desk while performing administrative duties or while operating a vehicle;
3. Occasional lifting/carrying tools, equipment, lumber, and materials up to 50 pounds;
4. Occasional pushing/pulling using both hands/arms while inspecting/reviewing work being performed exerting up to 35 pounds of force;
5. Occasional to frequent climbing stairs, ladders, or scaffolding to reach work areas;
6. Occasional bending/twisting at waist/knees/neck while reviewing/inspecting work;
7. Occasional kneeling/crouching while inspecting work at or near ground level;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while inspecting work, demonstrating techniques, and performing administrative duties; some overhead reaching may be required;
9. Constant use of sight abilities in inspecting and reviewing carpentry work and performing administrative duties and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with foremen, craftspeople, management, and others.

#### Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

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### **WORKING CONDITIONS AND EQUIPMENT USED**

Work is performed 30 percent indoors in shop and 70 percent outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, etc.

Tools & Equipment Used: Hand and power tools including hammers, saws, drills, tapes, etc., shop equipment, and general office 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 experience as a journeyman carpenter or completion of a recognized apprenticeship program required plus two years of experience required.

### **OTHER SPECIAL QUALIFICATIONS**

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