

Warren Wilson College
Position Description

POSITION TITLE: Supervisor of the Carpentry Crew

DEPARTMENT: Carpentry

REPORTS TO: Director, Facilities Management & Technical Services

POSITION SUMMARY:

The Supervisor of the Carpentry Crew plans, supervises and coordinates the layout, repair, renovation and maintenance of buildings and structures; contracts and supervises outside contractors such as carpentry, floor covering, sheetrock and ceramic, roofing and gutters and maintains home appliances.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises, directs and participates in the work of students assigned to the carpentry work crew.
2. Provides orientation and training for new and continuing students, especially in the areas of chemical usage, equipment handling and safety procedures.
3. Estimates and orders amount and type of lumber, materials, supplies and equipment required for projects. Maintains a limited stock of materials and fills requisitions to supply lumber and supplies for building renovations and repairs.
4. Inspects completed work to ensure compliance with drawings, specifications and instructions. Supervises repairing of roofs, caulking and preparing for painting and trimming.
5. Supervises and participates in the repair of damaged or worn wooden furniture or parts using woodworking machines and hand tools.
6. Inspects all staff houses when they become vacant and coordinates all work orders to completion of repairs and upgrades.
7. Inspects dorm rooms for damages and assures that lofts adhere to fire and safety codes; follows up on repairs and backcharges.
8. Responsible for the installation and maintenance of all glasswork and window screens on campus.
9. Manages the department budget.
10. Works with Director of Facilities Management to ensure all operational costs are kept within a budget.
11. Performs evaluations of student crewmembers noting strengths, and identifying clear metrics for improvement.
12. Develops and continually improves training programs for students, including a safety program.
13. Maintains inventory of equipment and tools, supplies and parts. Periodically performs audits to account for shrinkage and improve control of inventory.
14. Identifies ways in which the department can become more sustainable.

15. Serves on at least one campus committee to strengthen communication and interaction with the campus.
16. Performs other related duties, as requested.

WORKING CONDITIONS:

1. Must be able to work outside during inclement weather.
2. Must be able to handle multiple tasks.

QUALIFICATIONS:

1. Minimum of four years experience in carpentry.
2. Prior experience in glass and woodworking, masonry and roofing, including gutter control.
3. Able to lift 50 pounds.
4. Effective interpersonal skills required.
5. Time management and organizational skills are required.
6. Prior supervisory experience is required.
7. Must be able to work with students to teach necessary skills and offer positive reinforcement and feedback.
8. Must be able to read blueprints.

