

## UW HEALTH JOB DESCRIPTION

### LEAD CARPENTER

<b>Job Code: 410041</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: W. Abbott</b>	<b>Date: 12.2018</b>
<b>Department: Maintenance &amp; Engineering Services</b>		<b>HR Approval: K. Sawyer</b>	<b>Date: 12.2018</b>

### JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees and departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position.

This position performs Lead Carpenter worker duties under the supervision of the Building Trades Supervisor for Maintenance & Engineering Building Trades Carpenter Shop, for UW Health.

Maintenance & Engineering Services is committed to the highest standard of Customer Relations principles. Team members will serve as role models by practicing exemplary behaviors when working with patients, visitors and fellow staff members. The Hospital and Clinic operations environment requires quicker than normal response to system and equipment failures. The hours worked often require emergency response, frequently without immediate direct assistance from supervisor.

### MAJOR RESPONSIBILITIES

- **Lead Carpenter Duties:** Day to day lead for apprentices, teammates, and contractors.
- Meet regularly with supervisor to provide updated information on jobs in progress, scheduled work, and backlog.
- Report daily any manpower deficiencies.
- Estimate: materials, labor costs, etc. as requested/required by Facilities & Engineering, UW Health, CSC and/or its occupants.
- Order materials, tools, arrange for repairs of hand tools/ hand power tools/ stationary power tools, etc.
- Arrange for pick-up or delivery of materials, tools, etc.
- Assign carpenters to perform work.
- Insure that all necessary forms, permits, precautions, etc. are fulfilled prior to the start of projects.
- Communicate to staff the work to be done, suggest means or methods for timely completion of work.
- Provide technical support for staff.
- Follow progress of jobs to insure reasonable labor and material costs are maintained.
- Coordinate work in conjunction with other trades, maintenance staff, and occupants of service area.
- Receive and enter work orders into computer system.
- Respond to customer calls, report to supervisor problems.
- Review daily time slips turn in by craft workers to insure completeness and accuracy.
- Review completed service requests to insure completeness, accuracy, and included material costs.

#### **Journeyman Carpenter Duties:**

#### **Maintenance and Repair**

- Must be able to effectively identify, remove, repair, or replace components of the following systems that have become old, worn, damaged, broken or missing. All work must be done in compliance with Federal/State/OSHA Laws, Rules and regulations and in accordance to University and Hospital Policy and Procedures.
  - **Demolition:** Installation of temp. barriers for dust, noise, etc. Removal of and proper disposal of existing systems etc.
  - **Installation:** The layout and installation of all systems shall be done in accordance with accepted common practices and procedures of the carpentry industry. All work shall be square, plumb, and true. Craftsmanship will be of the highest quality. All work shall comply with Federal, State, etc. rules/regulations, building codes.

#### **Remodeling**

- In accordance with the blueprint, drawings/sketches, schematics, written specifications etc. perform carpentry journey work in accordance to practices and procedures consistent with the carpentry trade.

#### **Shop Work**

- In accordance with the blueprint, drawings/sketches, schematics, written specifications etc. perform carpentry journey work in accordance to practices and procedures consistent with the carpentry trade used in a shop setting. Layout

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work, sizing of materials and assembly of casework, countertops, shelf unit, etc. shall be square, plumb, and true and be of the highest craftsmanship.

- Casework/shelf units: Solid wood, Wood veneer, Plastic laminated.
- Countertops: Solid wood, Wood veneer, Plastic laminate, Solid surface.
- Open shelves.
- Custom units.
- Furniture: Tables, Desks, etc

### Areas of work to include but not limited to the systems, etc. listed below.

- **Ceiling Systems:** Drywall: 1. suspended drywall furring tees, metal joist; 2. Acoustical: -lay-in ceiling panels; metal pan; spline.
- **Wall Systems:** Metal stud and drywall; Load bearing/non-load bearing; Fire rated partitions: -use of properly rated components, -application of firestopping; Non fire rated partitions; Shielded partitions: -lead lined X-ray, -RF MRI, imaging, etc.; Installation of: -backing for wall mounted items: -wall protection, wood & vinyl, -corner protection, -vinyl base; Acoustical wall treatments, to include but not limited to Sound Soak.
- **Floors:** Concrete: 1. Prep for surface fillers, levelers, grouts, etc.; 2. Prep for thru slab penetrations both reinforced and firestopping. 3. Cutting, chipping, grinding for flush installation of equipment mounting plates; 4. Placement of fillers, levelers, grouts, etc. on existing concrete surfaces; 5. Placement of concrete in thru slab penetrations; 6. Prep masonry surfaces for the installations of all types of floor coverings, to include but not limited to items listed under Floor Coverings. Floor coverings: 1. Vinyl Composition Tile; 2. Carpet; 3. Sheet Vinyl: -heat welded seams, -chemical welded seams, -flash coved; 4. Sheet Rubber; 5. Ceramic Tile; 6. Quarry Tile.
- **Casework:** Manufactured or Custom-built cabinets/shelf units: Solid Wood, Wood Veneer, Plastic laminated: -doors: hinged, folding, sliding, etc.; -drawers; -hardware: hinges, slides, guides, catches, pulls, knobs, locks, standards, shelf clips etc. Modular furniture systems, to include but not limited to: -Techline, -BSI, -Hamilton. Open Shelving using light, regular, or heavy-duty standards & brackets. Countertops and surrounds: Solid wood; Wood veneer; Plastic laminated; Solid Surface: -Corian, -Surrell.
- **Doors:** Fire rated & non-fire rated: Solid core wood; Hollow metal; Wood folding; Vinyl folding; Rolling shutter; Shielded: -lead lined, X-Ray, -RF MRI, and imaging. Hardware: locksets: key & knob, mortise, hinges & pivots, closures: -hold opens, -catches, -stops, -exit devices: fire rated & non-fire rated.

### Miscellaneous

- New installation of, removal of &/or relocation of Marking boards, bulletin boards, chalk boards, display cases, coat hooks, clocks, pictures/art work, Hardware and security devices.
- Must keep accurate, up to date records, to include but not limited to; daily time slips, service requests, materials used, forms/permits.
- Has thorough knowledge of WI building codes, occupational hazards and safety precautions as related to the carpentry trade and keeps current in same.
- Maintains tool cart and key assignment records.
- Maintain overtime list, complete monthly room closure report, assign monthly firewall inspections, coordinate Carpenter Shop cleaning.
- Assist other Facilities & Engineering staff with construction or carpentry related tasks.
- Other duties as assigned.
- Participate in the 24/7 emergency On-Call rotation
- Other duties as assigned

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or GED.
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	Preferred	Four year carpenter apprenticeship.
Work Experience	Minimum	Five years as a journeyman carpenter.
	Preferred	Three years in lead / foreman / superintendent position.
Licenses & Certifications	Minimum	Carpenter Journey worker certification or ability to certify equivalency of required hours for Carpenter Journey Worker.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Valid driver's license.</li> <li>Knowledge of all methods, procedures, practices and tools of the Carpenter trade.</li> <li>Ability to read and interpret blueprints, drawings/sketches, schematics, and written specifications as they pertain to the Carpentry Trade. Must also have a general understanding of how they pertain to all other trades diagrams.</li> <li>Must be knowledgeable of State, local building codes, as they apply to UWHC.</li> <li>Must be knowledgeable of Life Safety codes, including fire rated assemblies-openings, doors, hardware, partitions – the construction, maintenance and fire stopping of said assemblies.</li> <li>Possession of good customer service skills.</li> <li>Thorough knowledge of hand tools, hand held power tools, and stationary power tools, their setup, operation, maintenance, and safety precautions as related to the fabrication of all items in a shop setting.</li> <li>Thorough knowledge of the materials used for fabrication, to include but not limited to: various types of dimensional lumber, plywood, laminates, solid surface materials, plastics, etc.</li> <li>Thorough knowledge of the applications, methods, and procedures for all types of joinery for shop work.</li> <li>Thorough knowledge of fasteners, hardware, glues and adhesives used for joinery and fabrication, and installation of all items fabricated.</li> <li>Adherence to appropriate safety procedures.</li> <li>Demonstrates knowledge of Hospital and departmental policies, including but not limited to: Safety &amp; Infection Control (TB &amp; Aspergillus precautions), Universal Rights, and Patient Rights.</li> <li>Keeps current with trade training and certifications needed to perform the work of a Journey worker Carpenter.</li> <li>Must be able to follow written and oral instructions.</li> <li>Proficient with Microsoft Office Applications.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>X</b>	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.