

**Position Description**

**Northern Arizona University**

**Supervisor of Carpentry**

***Position Summary***

Under the general direction of the Assistant Director of Operations for Facility Services, the Carpentry Supervisor is a member of the Facility Services Supervisory Team. The Supervisor works closely with the other Facility Services Departments (Manager of Landscape and Outdoor Services, Manager of Fleet Services, Supervisor of Electrical, Supervisor of Plumbing and General Maintenance, Supervisor of HVAC, Supervisor of Building Access Services and Fire Life Safety, Supervisor of Paint, Supervisor of Materials Handling)

This position exists to aid and advise the Assistant Director of Operations for Facility Services in fulfilling the Facility Services’ mission to the University by providing superior customer service to the Campus community, exercising fiscal responsibility, reporting on leading edge technology, practicing sustainable maintenance and operations methods, and empowering the Carpentry workforce to reach their full potential as NAU employees.

***Carpentry Supervisor:***

* Provide management, day to day direction, and leadership to the Carpentry department.
* Plan and develop employee work schedules and equipment usage schedules to ensure best use of resources available.
* Interprets university and departmental policies to assigned personnel and enforces regulations and adherence to proper codes and standards.
* Informs employees of new work methods or procedures, changes in safety regulations, work policies and fire safety codes.
* Take an active leadership role in directing and supervising department personnel.
* Maintain effective communication with all customers across campus, and foster a team relationship that allows for collaborative problem solving and process improvement.
* Responsible for initiating measures to improve customer service.
* Responsible for employee development through the development of individualized goals, and the creation of training plans to ensure that employees achieve the established goals. Goals will be developed during annual appraisal period, and quarterly meetings will be conducted with each employee.
* Responsible for development and management of Carpentry department budget.
* Recommends and initiates actions involving discipline.
* Possess a detailed understanding of the industry staffing guidelines and can develop reports of current staffing levels.
* Ensure that OSHA and general safety regulations are maintained within the work unit. Work with the Risk Management department to develop staff safety training.
* Responsible for overseeing/monitoring departmental purchases, ensuring a sufficient inventory of materials, supplies, equipment are maintained and available as needed.
* Effectively delegate responsibility to staff.
* Take a proactive role in promoting and supporting Facility Services mission and vision.
* Knowledge and skills of industry best practices as well as participation in industry professional organizations.
* Actively maintain cutting edge knowledge of industry practices pertaining to higher education and continually suggest process improvements based on industry changes.
* Dedication to the development of sustainable operations and maintenance practices.
* Maintains payroll, work order, material, equipment and other Building Access Services and Fire Life Safety records and submits reports as required.
* Makes decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight.
* Meets with Deans, Directors, and Department Heads to evaluate their project requirements.

***Duties and Responsibilities:***

* (20%) PLANNING AND SCHEDULING: Provide supervision, day to day direction, and leadership to the Carpentry Department.
* (20%) COORDINATING AND COMMUNICATING: Effectively delegate responsibility to staff, defining all expectations while maintaining effective communication with all customers across campus, fostering a team relationship that allows for collaborative problem solving and process improvement.
* (20%) CUSTOMER SERVICE: Provide superior customer service to the campus community.
* (20%) PERSONNEL MANAGEMENT: Take an active leadership role in directing and supervising department personnel.
* (10%) BUDGETARY, POLICIES AND PROCEDURES: Responsible for assisting in the development of capital and operational budgets for the Carpentry department. Responsible to ensure budget guidelines are met with management of the Carpentry budget. Responsible for monitoring departmental purchases, ensuring a sufficient inventory of materials, supplies, equipment are maintained and available as needed for both regular work activities and possible emergencies.
* (10%) EMPLOYEE TRAINING AND DEVELOPMENT: Responsible for employee development through the development of individualized goals, and the creation of training plans to ensure that employees achieve the established goals. Goals will be developed during annual appraisal period, and quarterly meetings will be conducted with each employee.

***Knowledge, Skills, and Abilities***

**The knowledge, skills and abilities for this position include the following:**

* The ideal candidate will demonstrate excellent customer-service skills, possess and demonstrate strong communication skills, and exhibit a high-level of organizational and administrative capability. A cooperative, collaborative nature along with the desire and ability to motivate staff is an essential trait of this position.
* The ability to establish and maintain effective working relationships throughout the University and Flagstaff community
* Knowledge of computer operation, and proficient skill in Microsoft Office software, including but not limited to Outlook, Excel and Word.
* Knowledge of supervisory principles, practices and techniques
* Ability to maintain and establish departmental/university safety rules, policies and regulations related to the efficiency and safe performance of jobs performed by Building Access Services and Fire Life Safety employees
* Skill in program development
* Skill in coordinating activities, evaluating data and establishing priorities
* Excellent communication and presentation skills
* Awareness and demonstrated commitment to NAU's EEO/Affirmative Action and Safe Working and Learning Environment goals
* Ability to work independently and multi-task oriented.
* Knowledge of tools, equipment and materials common to the carpentry trade.
* Knowledge of cabinet making techniques.
* Skill in the construction, repair, restoration and installation of wood or related materials.
* Skill in estimating time and material requirements of work projects assigned.
* The ability to work effectively with people from a variety of culturally diverse backgrounds.

***Minimum Qualifications:***

* Nine years of progressively responsible carpentry experience which includes one year of supervisory experience; OR,
* Completion of four year federally approved technical training program in carpentry AND three years of progressively responsible carpentry experience which includes one year of supervisory experience; OR,
* Any equivalent combination of experience, training/or education.

***Preferred Qualifications (In addition to the above minimum qualifications):***

* 4-6 years of supervisory experience working in higher education with an understanding of university facilities and the diverse needs of university customers.

***General Information***

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

FLSA Status: Exempt

Classified Staff