



Job Description

POSITION CODE: 672
Classified Group: CSEA
Salary Range: 38
Work Days: 261
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POSITION TITLE: Lead Carpenter

DEFINITION: Under general supervision, performs skilled tasks at the journey level involving both rough and finish carpentry work on school buildings, facilities, and equipment. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Building Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Carpenters.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site survey of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Builds, repairs, secures, and remodels structures and articles such as partitions, walls, doors and jambs, cafeteria tables, window frames, hardwood floors, roof overhangs, fascias, skylights, counter and desk tops, steps and ramps, storage sheds, bookcases, shelving, tables, cabinets, mailboxes, trophy cases, backstops, whiteboards, bulletin boards, chalkboards, bleachers, benches, and other structures.
9. Operates a variety of hand and power tools including planers, joiners, drill presses, lathes, sanders, routers, and hand and power saws.
10. Erects scaffolding and ladders.
11. Installs molding, paneling, siding, and insulation.
12. Constructs and repairs school and office furniture by performing necessary mill and cabinet work.
13. Hangs doors; installs locking hardware and door closers on new and replacement doors.
14. Repairs dry rot damage to subfloors and roofs.
15. Performs hand and bench work in carpentry shop.
16. Repairs and maintains tools.
17. Stacks and sorts lumber.
18. Hangs drywall.
19. Applies laminated plastic to desks and counter tops.
20. Reads blueprints and drawings.
21. Prepares rough design sketches.
22. Frames in air conditioning units.
23. Sets forms.
24. Initiates, modifies, and closes work orders in automated system.
25. Operates aerial lift, powered industrial truck and district vehicle.

26. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of formal apprenticeship or equivalent on-the-job training program; journey level experience performing both rough and finish carpentry tasks.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain an Aerial Lift Operator Safety Certification within 12 months of employment
- Must possess or attain a Powered Industrial Truck Operator Safety Certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, hazards, and safety precautions of the carpentry trade
- Knowledge of the qualities of various woods and related materials including Formica and its adaptability and use in specific situations
- Knowledge of both rough and finish carpentry techniques including cabinet work
- Knowledge and skill in use of computers and assorted software programs
- Ability to read and understand applicable fire and building codes
- Ability to skillfully use and care for carpentry tools and equipment
- Ability to work from sketches, drawings, and blueprints
- Ability to understand and follow verbal and written instructions
- Ability to read a measuring tape and apply basic mathematical concepts such as adding and subtracting fractions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor work environment
- Seasonal hot/cold weather
- Loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing, balancing, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift objects weighing up to 75 pounds
- Ascend/descend ladders

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- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Work near moving mechanical parts
- Work in high or precarious places
- Exposure to fumes or airborne particles
- Exposure to vibration

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	6/1/1972
Revised:	6/29/1982
Revised:	3/17/1995
Revised:	4/11/2000
Revised:	5/1/2017