

**CLASSIFIED JOB DESCRIPTION**

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**LEAD CARPENTER/GLAZIER**

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**JOB SUMMARY:**

Under general supervision, performs journeyman new and maintenance carpentry work including rough and finished construction in connection with repair and remodeling jobs; installs and/or replaces related building hardware; and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Performs as a skilled working lead, modeling and assisting others by example.
- Repairs and glazes windows, salad bars, marquees, doors, ramps, door jambs, countertops, bookcases, furniture, and cabinets.
- Replaces mirrors, windows, and doors.
- Purchases equipment and supplies related to trade.
- Transports self, materials, and work aides.
- Estimates cost for labor and materials.
- Installs and builds cabinets and counters.
- Installs partitions, repairs furniture, and hangs doors.
- Installs and replaces related building hardware.
- Installs and replaces windows, mechanisms, screens, and glazing.
- Documents labor hours, materials used, and tasks completed.

**POLICY STANDARDS:**

- Serves as the lead person for the carpenter/glazier in the same field.
- Responsible for planning appropriate work assignments.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Knowledge of methods, tools, equipment, materials, and means of transportation for the particular journeyman tasks.
- Evidence of four years successful experience as a journeyman, or two years as a journeyman within the District.
- Ability to read blueprints, estimate time and material for job orders, train and direct efforts of others effectively, and drive a light truck or van to and from jobs.
- Evidence of successful experience as a journeyman in the field.
- High school diploma or GED required.
- Graduation from high school or recognized trade school, or completion of equivalent training and experience.
- Must possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.

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- May be required to carry a pager on nights and weekends and respond to emergency calls.
- Must be willing to complete asbestos and lead training and perform asbestos and lead removal.

*Classified Salary Schedule: Range 39*

*BOARD APPROVED: 10/01/96*

*REVISION DATES: 08/20/02*

*09/17/02*

*10/19/04*

*07/17/23*

*08/09/2023*