

Lead Carpenter
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept.: **Maintenance Operations**

TITLE: **Lead Carpenter**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Five years of progressive experience in a commercial and/or industrial setting.
3. Five years of experience in carpentry preferred.
4. Knowledge of methods and skills in the use of carpentry equipment, materials, and tools.
5. Valid North Carolina driver's license.

REPORTS TO: Carpentry Foreman

JOB GOAL: To perform all levels of carpentry work in the construction, installation, alteration, maintenance, and repair of New Hanover County Schools' facilities. Act as a Lead for the Carpentry Shop.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues. Follow all rules and procedures as required by Maintenance Operations and New Hanover County Schools.
2. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.
3. Assist with coordination of routine carpentry needs, setting priorities, and handling more complex assignments.
4. Research equipment and material needs and assists in the preparation of estimates, reports, and requisitions.
5. Provide guidance and technical assistance to others. Give clear and concise instructions.

6. Serve in the absence of the Foreman.
7. Conduct weekly safety shop meetings for the Carpentry Shop and submit documentation to the General Services Supervisor.
8. Generate and complete assigned work orders.
9. Responsible for completing all data and for closing work orders daily.
10. Check materials and supplies to ensure sufficient amounts are on hand.
11. Perform duties of skilled carpentry. Mark cutting and assembly points on materials. Cut and shape material to prescribed directions.
12. Fabricate, assemble, and repair items such as doors and cabinets, as well as perform preventive maintenance tasks.
13. Assist with entering/closing work orders for the Shop and processing requisitions.
14. Meet all schedules and deadlines in a timely fashion.
15. Willing to be on-call in case of emergency.
16. Strives to maintain and improve professional competence. Participates in the development and support of the broad school/department vision.
17. Perform related duties and responsibilities as required by Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 69

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to understand and carry out broad verbal and written instructions.
- Demonstrate considerable knowledge and skill of the use of a variety of tools of the trade.
- Demonstrate considerable knowledge of the methods and techniques used in trade.
- Ability to read and work from plans, blueprints, and sketches.
- Ability to maintain accurate records.
- Ability to plan and organize work.

- Ability to make exacting measurements and accurate calculations.
- Demonstrate functional knowledge of the applicable building codes and specifications.
- Demonstrate functional knowledge of wood and steel frame construction.
- Demonstrate functional knowledge of exterior (i.e. masonry, wood, metal, and synthetic) and interior (i.e. ceilings, walls, VCT, and ceramic floor) finishes.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to lift, carry, push or pull weights up to 75 pounds.