

CLASS SPECIFICATION

Lead Carpenter

Range 48

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, schedules, assigns, leads, and participates in the work of journey-level personnel engaged in performing construction, repair, and alteration of District buildings, structures, and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Carpenter is an advanced journey-level, working lead class, providing technical assistance, training, and lead worker duties for a staff of journey-level carpenters. In addition, the Lead Carpenter requires a minimum of three (3) years journey-level carpenter experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provide input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures and safety measures are followed.
2. Orders and maintains an inventory of carpentry tools and materials for the District's carpentry shop.
3. Repairs, finishes, constructs and alters various wooden articles and structures such as counters, doors, window frames, fences, bookcases, tables, chairs, boxes, coat racks, bulletin boards, signs, stairs, baseboards, door jambs, thresholds, door closers, panic hardware, cabinets, shelving and bathroom fixtures and partitions; removes and replaces old flooring; replaces window glass; installs plaster, drywall and siding.
4. Performs rough carpentry for new and repair work; checks for and repairs damage to walls, floors, roofs, drywall, and other structures; cuts, sizes, and glues Formica in place; replaces facias, sidings, and ramp decking.
5. Performs mill and cabinetwork, such as constructing and installing cabinets, bookshelves, bulletin boards, and boxes; performs earthquake anchoring on cabinets, shelves, and other furniture.
6. Repairs ceiling damage; installs suspended ceilings.
7. Operates saws, lathes, planers, shapers, jointers, sanders, hand saws, and other tools and equipment; maintains and services tools and equipment.

8. Works from sketches, plans, diagrams, drawings, photographs, blueprints and specifications.
9. Builds or erects, moves, and works on scaffolding and ladders as necessary.
10. Define bid specifications for outside vendors and coordinate work
11. Prepares cost estimates and orders materials as needed for completion of jobs.

OTHER DUTIES

1. Assists other trades personnel as assigned.
2. Schedules and coordinates activities with other personnel and school site administrators.
3. Requisitions necessary tools, equipment, and supplies.
4. Ensures the timely and accurate completion of preventive maintenance activities.
5. Maintains records related to work performed.
6. Complete work orders using the current implemented work order system.
7. Operates light- and medium-duty equipment.
8. Makes oral and written reports on work performed.
9. Operates a vehicle to travel to various District sites and ensures proper maintenance of District vehicles.

QUALIFICATIONS

Knowledge of:

1. Journey-level knowledge of the practices, methods, techniques, tools, and material used in the carpentry trade.
2. Working knowledge of the practices, methods, techniques, tools, and materials used in the construction, alteration, maintenance, and repair of buildings, structures, and related facilities, including carpentry, plastering, masonry, and painting.
3. Shop practices and safety precautions.
4. Applicable building codes and regulations.
5. Appropriate safety practices and procedures.
6. Methods and practices of effective employee training.

Ability to:

1. Receive work orders, and assign and provide work direction to assigned personnel.
2. Maintain records of work orders including timing and materials.
3. Perform skilled carpentry work in the alteration, repair, and construction of wooden articles and structures.
4. Utilize carpentry tools and machines.

5. Provide work direction to others as assigned.
6. Work from blueprints, rough drawings, and sketches.
7. Work independently with little direction
8. Maintain routine records.
9. Read and write English at a level required for successful job performance.
10. Make arithmetic calculations quickly and accurately.
11. Understand and follow oral and written directions.
12. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training, and Experience:

Graduation from high school or G.E.D. equivalent; and three years of journey-level experience in the carpentry trade.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

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