



Classification Title: Lead Carpenter

Department:	Building Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	30
Supervision Received From:	An Assigned Supervisor in Building Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	7/2017 (Reclassification)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides lead work direction, guidance and training to Carpenters and other Facilities personnel; performs the full range of Carpenter duties of rough and finished carpentry and general construction work supporting the maintenance, repair, construction and remodeling of District buildings.

DISTINGUISHING CHARACTERISTICS.

Lead Carpenter is distinguished from Carpenter by its responsibility for providing lead work direction, guidance and training to carpenters and other designated employees in addition to performing the full range of carpenter duties.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Participates in training and providing day-to-day lead work direction to Carpenters; assigns work; ensures conformance with District, department and code standards; monitors work flow to assist in ensuring that mandated deadlines are met; provides information, guidance and training on work procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
2. Designs, constructs, remodels, retrofits and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick.
3. Designs, constructs, retrofits and repairs cabinets, tables, bookcases, shelves, benches, partitions, flooring, door and window frames, and other types of furniture/facilities; may install and repair modular furniture.
4. Performs rough framing duties; cuts, trims, hangs and finishes doors, sliding doors, enclosures and overhangs; constructs cement forms; finishes and repairs interior furnishings.
5. Performs a variety of preventive maintenance functions; inspects and repairs rotted and decayed floorboards, doors, deck planks and floors.
6. Installs and replaces window frames and broken windows; repairs, replaces or constructs complete window frames.
7. Reads and follows blueprints, shop drawings and sketches.

8. Operates a variety of carpentry equipment and tools including saws, routers, drills, sanders, grinders, planers, drill presses, nail guns and various hand tools.
9. Estimates and purchases needed materials in compliance with District purchasing procedures.
10. Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
11. Monitors work performed by outside contractors for adherence to District, state and federal requirements.
12. Maintains appropriate service and repair records.
13. Responds to routine and emergency calls for repairs and service.

Marginal Functions:

1. Mixes, pours and finishes concrete using precise measurements and specialized tools and techniques.
2. May install various types of locking mechanisms.
3. Replaces fire extinguishers throughout the District based on established schedule.
4. Participates in mold abatement program including treatment and removal.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of journey-level finished carpentry experience.

Education/Training: Equivalent to completion of the twelfth grade, supplemented by specialized training or apprenticeship in finished carpentry or cabinetmaking.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Methods, terminology, procedures, techniques, materials, tools and equipment used in both rough and finished carpentry in a facilities maintenance setting.
2. Applicable building and safety code requirements.
3. Methods and practices followed in the maintenance of tools, machinery and equipment.
4. Characteristics of various types of wood.

Skill in:

1. Assigning and inspecting the work of other employees.
2. Reading and interpreting blueprints, plans and specifications.
3. Designing, building, installing and repairing structural woodwork, flooring, ceilings and cabinetry.
4. Operating, maintaining and calibrating hand and power carpentry tools.
5. Recognizing and selecting appropriate lumber types and grades.

6. Making rough sketches.
7. Estimating costs, time and materials of carpentry projects.
8. Maintaining physical condition necessary to perform assigned duties.
9. Training and directing the work of other staff.
10. Following and giving oral and written instructions.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

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

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls; to reach with hands and arms; to regularly lift and/or move up to 50 pounds; and to work on scaffolding or ladders. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.