

Job Description

Job Title: **Carpenter Lead**
 Job Family: **Technicians/Trades/Maintenance**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 19, 2004**

Job Code: **5048**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 26**
 Typical Work Year: **12 months**

SUMMARY: Construct, erect, install, renovate and repair all District buildings, equipment and furnishings. Perform multi-trade functions to include carpentry, cabinetry, drywall, flooring, roofing, doors, windows and minor welding and concrete work. Oversees and ensures the performance of the preventative maintenance programs. Review building blueprints, sketches and building plans for construction. Prepares estimates, orders and schedules work for special projects and subcontractors. Provide leadership, coaching, teaching, mentoring and craft specific guidance to District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Prioritize, schedule and assign work. Provide technical training to members of carpentry team. Assist technicians while troubleshooting system malfunctions. Monitor technicians work performance to ensure safety practices are utilized.	D	25%
2. Oversee the repair and maintenance of all interior and exterior structural elements.	D	24%
3. Oversee the construction and fitting of casework, cabinets and counter tops.	D	10%
4. Monitor inspection and repair of out buildings and mobile classrooms.	D	7%
5. Inventory shop materials.	D	1%
6. Oversee the implementation of preventive maintenance inspections and timely completion of deficiencies.	W	14%
7. Monitor system efficiencies and recommend solutions.	W	3%
8. Provide support and recommendations for the completion of renovations and new construction.	W	3%
9. Perform acceptance inspections of new construction and renovations in conjunction with Construction, Facilities and Development efforts.	M	5%
10. Research and make recommendations to change the District Technical Specifications.	M	5%
11. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Vocational school or short term courses in general construction preferred.
- Minimum of five years of experience in finish carpentry, casework building, roofing, glazing, welding.
- Supervisory experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving skills.
- Knowledge of hand and power tools.
- Knowledge of structural components and ability to repair them.
- Ability to train and lead others.
- Ability to read and understand structural construction prints.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to comply with Maintenance On-Call Policy.

- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of wood shop equipment, hand and power tools.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Maintenance and Grounds Manager	040701

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Carpenter	6	1456
	Glazier	1	1477
	Master Locksmith	1	1483
	Roof Maintenance and Repair Technician	1	1492

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the appropriate and efficient use of repair parts and tools provided by the District, utilizing purchasing card to purchase materials, estimating and prioritizing work/projects, reviewing department purchases and ensuring purchases are within identified budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	