

LEAD CARPENTER

DEFINITION

Acts as a lead and participates in the work of a small group of journey-level workers of the carpentry trade and other assigned staff engaged in constructing, maintaining, altering, and repairing building components and structures made of wood and other building materials at a college.

TYPICAL DUTIES

Schedules and oversees the work of a small group of journey-level workers and other assigned staff engaged in performing construction, maintenance, alteration, and repair work of building components and structures such as floors, ceilings, roofs, stairways, moldings, furniture, doors, window frames, shelves, partitions, and related building components made of wood and other building materials.

Determines most efficient work procedures and techniques for assigned staff to ensure timely completion of carpentry projects and makes sure that safety standards and procedures are followed.

Constructs, maintains, alters, and repairs building components and structures made of wood and other building materials.

Builds and sets forms for concrete construction.

Measures, saws, and erects sheathing for walls and roofs.

Covers sheathing with building paper and applies sidings.

Saws, fits, and erects exterior and interior trim.

Installs locks and other building hardware.

Assembles and works from scaffolds.

Safely operates hand and power tools and equipment used in the carpentry trade.

Maintains carpentry hand and power tools and equipment to ensure their safe and efficient operation.

Attends to trouble calls for emergency repairs to building components and structures made of wood and other building materials.

Estimates job costs, prepares material lists and job records, and maintains an inventory of supplies and tools for assigned area.

Provides supervisor with technical input on carpentry work concerning planned construction and work projects in progress.

Inspects facilities for maintenance and safety problems related to building components and structures made of wood and other building materials.

Assists in the inspection of carpentry work performed by outside contractors.

Assists in developing job specifications, diagrams, and blueprints related to carpentry work.

Provides training to staff assigned to unit.

May schedule and oversee the work of other building trade workers assigned to unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Lead Carpenter** acts as a lead over a small group of journey-level workers of the carpentry trade and other assigned staff and performs the more complex rough and finish carpentry work related to the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials at a college. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems. A small group of employees typically consists of at least three people, two of whom must be at the journey-level.

A **General Foreman** plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to work projects at a college and has job site responsibility for various building trades projects.

A **Carpenter** performs skilled journey-level rough and finish carpentry work in the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials at a college.

SUPERVISION

General supervision is received from a General Foreman or facilities management staff. Exercises lead responsibilities over journey-level workers and Maintenance Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, materials, hand and power tools, and equipment used in the carpentry trade and related building trades
- Construction, maintenance, alteration, and repair of building components and structures
- Properties, adaptability, and uses of various woods and other building materials
- State and local building codes, regulations, administrative orders, and ordinances
- Safety and health regulations and practices pertinent to the construction industry
- Harmful effects of hazardous or toxic materials and the protection and safeguards required when working with or controlling such materials
- Basic methods and procedures used in planning and estimating job projects
- Principles of training
- Basic plumbing and electrical systems
- Basics of the locksmithing trade
- Basic mathematics
- Basic principles of recordkeeping
- Capabilities of computer applications, systems, and hardware used in the carpentry trade

Skill in:

- Using tools and equipment of the trade

Ability to:

- Prepare, read, interpret, and work from sketches, drawings, plans, and blueprints
- Perform skilled rough and finish carpentry work
- Safely operate tools and machines of the carpentry trade
- Safely lift and carry heavy tools and materials
- Safely climb ladders and work at heights on scaffolds and beams
- Make accurate cost estimates of material and labor
- Provide leadership and technical assistance to others
- Train staff in the work of the unit
- Work effectively and cooperatively with staff, administrators, faculty members, students, and contractors
- Keep accurate records
- Give clear and concise instructions
- Effectively utilize computer systems and software applicable to the carpentry trade
- Learn characteristics of new systems and equipment of the carpentry trade and update skills to adapt to changing technology
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** completion of a recognized apprentice training program of at least four years' duration in the carpentry trade **AND** two years of full-time paid journey-level experience in the carpentry trade. Experience in a lead capacity is desirable.

OR

- B. Graduation from high school or its equivalent **AND** six years of full-time paid experience in carpentry work under the supervision of a journeyman or crafts supervisor. Two years of the required experience must have been at the journey-level. Experience in a lead capacity is desirable.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.

SPECIAL NOTE:

Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Codes.