

Lead Maintenance Carpenter

Purpose Statement

The Job of Lead Maintenance Carpenter done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of carpenters; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans and work environment for the purpose of indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all carpenter colleagues for the purpose of completing projects and work orders efficiently.
- Estimate time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose on conveying and gathering information required to perform job functions.
- Builds a variety of items for the purpose of modifying and adapting facilities to address specific needs.
- Confers with immediate supervisor regarding the coordination of day-to-day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of District buildings and facilities.
- Coordinates with stakeholders for the purpose of competing projects and work orders efficiently.
- Implement assigned programs and projects for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and status of work orders for the purpose of accurate decision making, taking appropriate action, and complying with health and safety regulations.
- Inspects completed work for the purpose of ensuring quality of work standards are met and identifying preventive maintenance needs.
- Maintains a variety of work-related items for the purpose of ensuring availability and functionality in safe operating condition.
- Installs a wide variety of items for the purpose of providing a safe and workable environment while meeting the needs of the District and its stakeholders.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Makes a variety of proposals for the purpose of addressing department goals, objectives, and work related needs while complying with safety standards.
- Researches work-related topics for the purpose of gathering information and making recommendations.

- Repairs a wide variety of District items for the purpose of ensuring functional working and learning environments.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; assembling and repairing office and classroom equipment; assembling and repairing playground equipment; estimating required resources; inspecting buildings and grounds; inspecting equipment; operating job related equipment; preparing working drawings; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies; safety practices and procedures; and journeyman level carpentry practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determine appropriate course of action; applying material handling techniques; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as a carpenter with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level carpenter.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA
Non Exempt

Approval Date
May 17, 2022

Salary Grade
Range 12

Revised Date

