



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>LEAD CARPENTER</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	32 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director Facilities, Maintenance, and Operations or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform skilled carpentry work including rough and finish construction in the repair, alteration, and remodeling of District buildings and facilities. Provide leadership, plan, and organize activities of the shop. May assist other tradesperson in work that may be outside the field of specialization, requiring aptitude, willingness, and adaptability. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Lead Carpenter** organizes and schedules carpentry assignments, ensures the timely availability of materials, and provides lead work training and guidance to **Carpenters**. The incumbent is responsible for providing a safe operating environment for all employees. The **Carpenter** is a journey-level tradesperson performing designated carpentry assignments. Incumbents work under general supervision, perform skilled carpentry duties, and receive guidance from the **Lead Carpenter**.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, assign, schedule, provide leadership for, and coordinate carpentry jobs needed throughout the district.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Build, alter, construct, repair, and/or install furniture, paneling, counters, cabinets, benches, partitions, doors, windows, building framework, wood playground equipment, and trim.

Replace related building hardware.

Install prefabricated sheds, or build new wooden sheds.

Hang drywall.

Form, place, and finish concrete.

Install whiteboards and bulletin boards.

Remove old walls; doors, and windows.

Perform necessary mill and cabinet work, including cutting, installing, and trimming Formica.

Operate power equipment in carpentry shop.

Maintain accurate records and prepare and submit reports accordingly.

May provide work guidance to part-time summer help.

Read blueprints and specifications for maintenance projects assigned.

Performs and updates school inspections using the Facility Inspection Tool (FIT) process designed by the Office of Public School Construction (OPSC)

Confer with school administrators and supervisor regarding needs.

Maintain and review work order database and update work order status.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specific materials, power and hand tools, and methods used in the building, repair, and maintenance of assigned trade.

Maintenance activities in other than the field of journey level specialization, such as plumbing, electrical, and the like.

Appropriate safety precautions and procedures.

Methods, procedures, equipment, and materials used in skilled carpentry and general maintenance and repair.

Building codes and safety regulations related to trade.

Training and leadership methods.

Operation and use of hand and power tools and equipment.

Proper methods of storing equipment, materials, and supplies.

Mathematical calculations.

Technical aspects of the carpentry trade.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Plan, schedule, and provide work guidance to other carpenters in completing work in a timely fashion and meeting deadlines.

Calculate, plan, and estimate carpentry time, labor, and materials for proposed projects.

Operate a variety of tools and equipment used in the skilled carpentry trade effectively and safely.

Establish and maintain collaborative and effective working relationships with others.

Understand and follow oral and written instructions.

Monitor and maintain multiple records related to work performed by trades.
Perform journey-level carpentry work in the maintenance, repair, construction, alteration, forming, framing, and finishing of district buildings and facilities.
Construct, install, maintain, and repair woodwork.
Perform mathematical calculations with speed and accuracy.
Interpret and work from plans, blueprints, sketches, specifications, and diagrams.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Work independently with little or no direction.
Observe health and safety regulations and procedures.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include at least six years of journey-level experience in rough and finish carpentry, some of which included supervisory or leadership responsibilities.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to various weather conditions.
Regular exposure to fumes, dust, dirt, and oil/grease.
Driving a District vehicle to conduct work.
Trade shops.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Reaching overhead, above the shoulders, and horizontally.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching.
Climbing ladders and working from heights.
Standing, walking, or sitting for extended periods of time.
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.
Seeing to read and perform carpentry functions and view computer screens.
Heavy physical labor.

HAZARDS:

Working around and with heavy industrial machinery having moving parts.
Working from heights.
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 09/93

Revised: 04/97; 08/98

Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24