



Sequoia Union High School District

Job Description

JOB TITLE:	Lead Maintenance Carpenter
REPORTS TO:	Director Maintenance and Operations
CLASSIFICATION:	Classified / M&O
SALARY SCHEDULE:	17.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	11/5/1997

DEFINITION

Under direction, to provide lead supervision to District carpentry work; to perform journey level work in the maintenance and construction of buildings and equipment; to oversee contracts for service and supplies; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead level classification providing lead supervision to others, and performing journey level carpentry work on a variety of District properties and equipment. This classification works under general supervision and principles and practices of the trade.

EXAMPLES OF DUTIES

- Plans, lays out and orders materials for large carpentry projects such as major renovations or expansions;
- Prioritizes daily work, and provides lead direction to carpenters working on large projects;
- Coordinates area of responsibility with other craft areas;
- Orders supplies and maintains inventory of standard carpentry supplies and equipment;
- Provides technical supervision to subordinates;
- Inspects completed work and monitors progress of projects;
- Performs skilled mill and cabinet work involving construction, finishing, and repairing of buildings, structures, furniture, cabinets, and equipment;
- Repairs floors and roofs;
- Hangs doors; installs door and window hardware and glass; repins locks;
- Refinishes furniture;
- Builds forms;
- Operates planers, shapers, jointers, lathers, handsaws, and other woodworking machinery;
- Keeps tools and machinery in safe and efficient operating condition;
- Keeps records of materials used;
- Works from plans and specifications;
- Assists other craft areas on a temporary basis.

QUALIFICATIONS

Knowledge of:

Standard practices, tools, materials, and processes of carpentry and woodworking.

Lead Maintenance Carpenter:

Qualities of various woods and related materials and their adaptability and uses in specific situations.

Safety orders of the Industrial Accident Commission applicable to carpentry and applicable building codes.

Skill in:

Providing lead direction to others.

Overseeing vendors providing services and supplies.

Performing rough and finish carpentry and cabinet-making.

Using carpentry and woodworking tools;

Working from sketches, drawings, and blueprints.

Following oral and written directions.

Establishing and maintaining effective working relationships with those contacted and the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to attainment of journey level status in carpentry and two years of journey level experience in carpentry.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Manual dexterity and arm strength to use carpentry and mechanical tools and equipment.
- Working in cramped spaces including attics, crawl spaces, and excavations, and above ground on ladders and on roofs.
- Physical strength and stamina to perform sustained strenuous physical labor, and lift and carry up to 90 pounds.
- Mobility to walk, climb, stoop, kneel, crawl and work in awkward positions.
- Vision sufficient to operate machinery, equipment, and vehicles; read and interpret blueprints and work orders.
- Speech and hearing sufficient to receive and give information and instructions.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.