FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Lead Carpenter  REPORTS TO: Building Trades Supervisor
DEPARTMENT: Maintenance  CLASSIFICATION: Classified
FLSA: Non-Exempt  WORK YEAR: 261 Days
BOARD APPROVAL:  SALARY: Crafts Salary Schedule/90% Union Scale + Appropriate Factor(s)

BASIC FUNCTION:

Perform journey-level rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities; train and provide work direction to assigned skilled carpentry staff.

REPRESENTATIVE DUTIES:

Perform skilled rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities and furniture. \( E \)

Assist in planning, scheduling, and leading the day-to-day operations of assigned carpenters. \( E \)

Train and provide work direction to assigned skilled carpentry staff. \( E \)

Estimate projects in terms of labor, and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established procedures. \( E \)

Make and repair school and office furniture, equipment, and wooden fixtures; perform mill and cabinet work. \( E \)

Operate lathes, planers, shapers, joiners, sanders, bandsaws and other woodwork equipment; operate a District vehicle and related equipment; maintain equipment, tools and work area in a safe, clean and orderly manner. \( E \)

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. \( E \)

Conduct periodic inspections for termite and other pests as assigned.

Respond to after hours emergency situations as directed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to carpenter apprenticeship program and six years of journey-level carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; successfully pass a Class B physical exam.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, equipment, tools and materials of skilled rough and finish carpentry work.
Building and safety codes and regulations.
Quality and adaptability of various woods.
Principles of training and providing work direction.
Basic record-keeping techniques.

ABILITY TO:
Perform skilled rough and finish carpentry work to repair, construct or remodel District facilities.
Prepare sketches and designs of proposed projects.
Understand and work from blueprints.
Train and provide work direction to others.
Understand and follow oral and written instructions.
Maintain records.
Work independently with minimal supervision.
Work efficiently to meet schedules and time lines.
Observe legal and defensive driving practices.
Work cooperatively with others.
Maintain work pace appropriate to given work load.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment; driving a vehicle to conduct work; subject to emergency call-out.

PHYSICAL ABILITIES:
Standing for extended periods of time; bending at the waist; lifting and moving heavy furniture and objects;
reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information and provide
work direction.

HAZARDS:
Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working
around and with machinery having moving parts; exposure to flying debris or nails.

APPROVALS:

Deberie L. Gomez, Associate Superintendent
Division of Human Resources

Charles E. McCully
Superintendent

8/5/96  Date
8/5/96  Date

LEADCAR.PD.BMH.05/15/96

May 1996
Classification/Compensation Study