

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead Carpenter	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	May 19, 2021	SALARY:	IAMAW Hourly Salary Schedule Grade M-63

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. Perform duties as a working lead, coordinating carpentry work while providing hands-on participation in installing, maintaining, repairing, and removing of building structures and associated systems.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.)

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

Leads, directs, participates in, and provides insight into the maintenance and improvements of district facilities. Assists supervisor with related systems operations and computerized maintenance management systems that support work order management and preventative, corrective, and predictive maintenance programs associated with building facilities, furniture systems and auxiliary equipment. *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, handsaws and other woodworking 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. *E*

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 five years of journey-level carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

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

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 timelines.
Observe legal and defensive driving practices.
Work cooperatively with others.
Maintain work pace appropriate to given workload.

WORKING CONDITIONS:

ENVIRONMENT:

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

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.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions