

## VISTA UNIFIED SCHOOL DISTRICT

### LEAD CARPENTER

#### **Purpose Statement**

The purpose of a Lead Carpenter is to provide carpentry services with specific responsibility to provide training, support, and work direction to assigned staff; install, repair, maintain, and build items; ensure compliance with accessibility and health and safety codes; provide information on the proper techniques and use of equipment; ensure completion of projects in accordance with trade standards; assist other skilled trades; and ensure that tools and materials are available at job site.

This job reports to the Maintenance and Grounds Manager.

#### **Essential Functions**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Builds a wide variety of items (e.g., countertops, cabinets, shelving, moldings, ramps, storage units, partitions, closets, bulletin boards, stairways, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete work orders efficiently and in a timely manner.
- Confers with immediate supervisor and assists with the coordination of day to day activities (e.g., work orders, work direction to other assigned staff, etc.) for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Coordinates with supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Installs, inspects, maintains, and replaces a variety of equipment, fixtures, and fabrications (e.g., cabinets, countertops, classroom and office systems components, dropped ceilings, partitions, doors, door frames/hardware, bulletin boards, flooring, carpeting; mounts brackets, televisions, projectors, whiteboards, and other devices, etc.) for the purpose of completing projects/work orders within established time frames and providing a safe and workable environment.
- Maintains a variety of files and records (e.g., sketches, plans, specifications, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors and maintains inventory of supply and materials for the purpose of ensuring availability of items required to complete projects in a timely manner.
- Monitors and inspects the work of assigned staff and outside contractors for the purpose of ensuring that the projects are satisfactorily completed within district specifications and identifying preventive maintenance requirements.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Prepares written materials, reports, and documentation related to assigned activities and personnel (e.g., estimates, actual costs, work order status, time sheets, procurements of equipment, repair status, activity logs, work orders, schedules, purchase orders, multiple bids, records of time and

materials, specifications, drawings, and schematics, etc.) for the purpose of documenting activities and/or conveying information.

- Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
- Remodels classrooms, offices, and work spaces (e.g., partitions, paneling, ceilings, doorways, etc.) for the purpose of providing for safe and efficient utilization of space.
- Repairs a wide variety of furniture, equipment, and fixtures for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installation and/or repairs.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Trains assigned personnel on procedures and related services for the purpose of providing direction and developing professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Works from rough drawings, sketches, plans, and specifications and estimates labor, materials, and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.

#### **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 multiple, 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;
- applying job-related codes, regulations and laws;
- estimating required resources;
- handling hazardous materials;
- mechanical aptitude;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in carpentry maintenance;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- proper use and maintenance of tools and equipment used in carpentry installation, maintenance, and repair;
- proper methods of storing equipment, materials, and supplies;
- reading blueprints, schematics, and drawings;
- recordkeeping and record retention practices;
- safe driving practices;

- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a 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:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact 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, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Graduation from high school or equivalent supplemented by completion of a recognized apprenticeship program in the carpentry trade and four years of experience performing journey-level carpentry installation, alteration, and repair work.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 06/11/2019

**Salary Grade**

Classified, Range 59