

Killeen Independent School District Job Description

Job Title: Lead Carpenter
Reports To: General Maintenance
Specialist
FLSA Status: Non-exempt

SUMMARY

Supervises and coordinates activities of workers engaged in construction, installation, and repair of wooden structures and fixtures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Examines blueprints to determine dimensions of structure.

Lays out floorplan and cabinetwork.

Selects materials and structural units, such as lumber, prefabricated doors and cabinets of wood or plastic, and paneling, and inspects them to ensure conformance with provisions of building code and local ordinance.

Determines sequence of activities concerned with fabrication, assembly, and erection of structure.

Assigns workers to such tasks as cutting material to size, building concrete forms, erecting wooden framework, and laying flooring.

Installs doors, builds stairs, and lays hardwood floors.

Supervises workers engaged in building timber structures such as cofferdams, trestles, and supports for concrete forms.

Makes cost estimates.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Estimates, requisitions, and inspects materials.

Sets up machines and equipment.

Performs activities of workers supervised.

Performs other duties as may be assigned by the General Maintenance Specialist.

SUPERVISORY RESPONSIBILITIES

Manages 5 to 10 subordinate carpenters who supervise a total of 1 to 4 carpenter apprentices in Facilities Services. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 1 to 4 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED and a minimum of five years experience in the carpentry trade. Previous supervisory experience or demonstrate the ability to supervise.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to read and understand diagrams, schematics, and blueprints.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current Texas driver's license and a favorable Motor Vehicle Report (MVR).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must

occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.

Prepared Date: May 29, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.