



JOB DESCRIPTION

Lead Carpenter

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The Lead Carpenter, under the direct supervision of the Director of Maintenance, performs and/or coordinates construction and any repair projects that require in-house carpentry skills.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record
- A minimum of four years experience as a carpenter
- Two years supervisory experience

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of carpentry hand and power tools, their safe operation, capabilities and limitations
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently
- Ability to meet established deadlines
- Ability to manage personnel

DUTIES AND RESPONSIBILITIES:

1. Insures compliance of District directives and maintenance Policies and Procedures by other assigned carpenters.
2. Coordinates scheduled day to day activities which require carpentry skills.
3. Assists in assigned work orders and insures required tools, equipment, and materials are available.
4. Constructs a sundry of items as needed in the district.
5. Makes all repairs of district property as requiring carpentry skills.
6. Is able to read and follow drawings for construction projects.
7. Prepares a bill of materials to construct or repair district carpentry jobs (estimates).
8. Is responsible for proper maintenance of all carpentry tools assigned to him.
9. Is responsible for material and inventory of tools assigned to the carpentry shop.
10. Insures that all safety procedures are followed by other assigned carpenters.
11. Completes required paperwork for daily time logs, work orders and equipment repair requests.
12. Performs overtime as required and authorized.
13. Keeps all materials stored in a neat and orderly manner.
14. Assists the Maintenance Supervisor and/or the Director of Maintenance in evaluating other assigned carpenters.
15. Performs other duties as may be assigned by the maintenance Supervisor or the director of Maintenance.
16. Serves as lead craftsman.
17. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Must be able to communicate (verbally and written), understand verbal instructions, reason, concentrate, and maintain emotional control under stress.

PHYSICAL DEMANDS: Lift and/or carry heavy weight (45 pounds or more), stand, walk, climb, (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasion travel, outside, inside, extreme temperatures, extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.), and works around machinery with moving parts.

SUPERVISORY RESPONSIBILITIES:

Monitors the work of carpenters

EQUIPMENT USED:

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van.

Manual Trades Pay Grade: 8

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.