

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Lead Carpenter
Supervisor's Title: Foreman and Assistant Foreman
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Coordinates work assignments, recommends and orders materials for projects, assists in inventory control and department audit activities. Also participates in proposed Capital Outlay and remodeling projects as required.

ESSENTIAL FUNCTIONS

As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by carpentry department employees, and contract service providers, assuring that work is done properly and within a reasonable time frame.

- Assists in the coordination of maintenance & capital outlay projects under the direction of Foreman and Assistant Foreman.
- Coordinates with other trades to complete projects.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman and Assistant Foreman.
- Assures that journeymen are following through on area cleanliness and safety.
- Supervises and trains journeymen and apprentices as directed by Foreman.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by Carpenter department employees and contract service providers, assuring

that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.

- May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be able to read blue prints and adapt materials and equipment to special needs of various projects. Must have a working knowledge of building construction and maintenance of facilities. Must be able to use a variety of hand tools, power tools, and other equipment such as forklift, saws, drills, etc. Must be skilled in all aspects of carpentry and cabinet making. Must have a general knowledge of other trades supervised. Requires basic computer skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects. Must be skilled in oral and written communications and interpersonal relations.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed two years (full time equivalent) of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Must meet minimum requirements of Journeyman. In addition, must complete one additional year as a qualified journeyman with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Incumbent will supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Occasional stress from emergencies and in meeting project deadlines. Must be willing to work as a team player. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.