

LEAD CARPENTER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work of carpentry staff responsible for performing skilled technical maintenance, repair, installation, alteration, and construction of College buildings, facilities, and fixtures; provides technical assistance to the assigned managerial personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned carpentry staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Carpenter class series responsible for performing skilled carpentry, as well as the most complex duties, to ensure that all College buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety and utility for College and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of assigned facilities and systems in a timely manner.

EXAMPLES OF-ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, and work review and evaluation to assigned carpentry staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Trains staff in the proper use of carpentry equipment, systems, and supplies; maintains equipment and supplies in good working condition.
3. Plans, organizes, and lays out assigned tasks; interprets plans, diagrams, blueprints, sketches, verbal instructions, and specifications; works from verbal and written instructions and work orders.
4. Schedules and oversees the work of other building trade workers assigned to area of responsibility.
5. Estimates labor, materials, and equipment needed for assigned carpentry projects; monitors inventory levels of carpentry materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
6. Secures price quotations for supplies and repairs, as necessary per College guidelines.
7. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the assigned managerial personnel.
8. Oversees outside contractors performing carpentry maintenance and repair services to ensure completeness and accuracy.
9. Performs skilled carpentry work in the alteration, repair, maintenance, and new construction of equipment and structures; ensures the maintenance and safety of

- College buildings and fixtures; receives and responds to work orders; ensures compliance with building, health and safety codes and standards.
10. Constructs, installs, maintains, and repairs woodwork, including cabinets, bookcases, shelves, doors, window frames, and furniture, performing mill and cabinet work as necessary; matches materials with color, grain or texture; installs artwork, plaques, whiteboards, frames, and other miscellaneous items on wall surfaces.
 11. Plans, lays out, assigns, guides, checks, inspects, and reports on work of assigned personnel; trains and instructs assigned employees in proper work methods; estimates costs of labor and materials; orders small items directly and checks on the availability of materials for assigned jobs.
 12. Makes sketches of work as necessary.
 13. Installs locks and other building hardware.
 14. Builds partitions; constructs walls, using paneling and other decorative materials; builds and sets forms for concrete construction; installs, replaces, and repairs partitions and other items; cuts, fits, and hangs doors; may install and repair modular furniture.
 15. Frames walls and installs new drywall; repairs existing drywall as needed; assembles and works from scaffolding.
 16. Constructs and installs new windows and doors; replaces glass in existing windows and doors, as necessary.
 17. Operates a variety of specialized equipment, including saws, drills, presses, and various other hand and power tools; drives a vehicle to perform work.
 18. Lays and repairs floors and roofs; removes and replaces tile; builds closets, cases, and shelving; fits doors, windows, sashes, and screens; repairs and installs drape cords.
 19. Cuts and installs glass, Plexiglas, and similar materials.
 20. Installs and maintains high and low energy operators throughout the College.
 21. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
 22. Records and maintains labor and material records.
 23. Observes safe work methods and makes appropriate use of related safety equipment as required.
 24. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
 25. Assists other College employees with various projects including minor electrical, plumbing, HVAC, locksmith, and painting regarding skilled carpentry work and other trades.
 26. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
 27. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
 28. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas of needed.

29. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
30. Maintains regular attendance.
31. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in carpentry of College facilities, buildings, and fixtures, including carpentry codes.
2. Safe application, operation, and maintenance of tools and equipment used in the carpentry trade.
3. Basic principles and practices of providing technical and functional direction and training to assigned staff.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; including, appropriate safety precautions and procedures, Uniform Building Code requirements pertaining to carpentry work.
5. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
6. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
7. Safe work practices, including safe driving rules and practices.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Plan, schedule, assign, and oversee activities of carpentry personnel.
2. Inspect the work of assigned staff and maintain established quality control standards.
3. Train assigned staff in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of College buildings and facilities.
6. Perform basic preventative maintenance of equipment and tools.
7. Skillfully and safely operate a variety of equipment and power and hand tools used in the carpentry trade.
8. Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommends purchases.
9. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
11. Maintain accurate logs, records, and basic written records of work performed.

12. Operate modern office equipment including computer equipment and software programs.
13. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
14. Make accurate arithmetic calculations.
15. Operate a truck and observe legal and defensive driving practices.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Communicate effectively through various methods.
18. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Understand scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Five (5) full-time equivalent years of experience in journeyman-level carpentry maintenance and repair work.

Desirable Qualifications:

1. A certification as a qualified journey-level carpenter from an approved institution.
2. Experience in a lead capacity.

Licenses and Certifications:

The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended 2/2026