

Lead Carpenter

Job Description



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| Job Title: | Lead Carpenter | FLSA: | Nonexempt |
| Reports to: | Maintenance Supervisor, Asst. Director, Director/Executive Director of Maintenance | Pay Grade: | Auxiliary - 7 |
| Dept./School: | Maintenance Department | Calendar Days: | 256 |
| | | Revised: | 3.7.2025 |

Primary Purpose

The Lead Carpenter provides on-site leadership for general maintenance, painting, and carpentry tasks, ensuring the safe condition and functionality of district facilities' structures, furniture, mechanical, electrical, and sanitary systems, while supporting the Director of Maintenance in maintaining the school plant for optimal readiness.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED
- Valid Texas Driver's License
- Eligible for coverage under the district's vehicle insurance program

Special Knowledge/Skills:

- Proficiency in reading, writing, speaking, and understanding English
- Ability to follow both written and verbal instructions
- Skilled in the use of hand and power tools
- Ability to measure and perform mathematical calculations
- Ability to work independently with minimal supervision
- Competence in reading blueprints and diagrams
- Ability to direct and supervise personnel
- Knowledge of carpentry and painting equipment, materials, methods, practices, and tools
- Familiarity with basic construction, routine maintenance, and repair procedures
- General knowledge of other crafts related to building repair and maintenance
- Understanding of state and local building codes
- Strong organizational, communication, and interpersonal skills

Experience:

- Minimum three (3) years of trade experience is required

Major Responsibilities and Duties

Maintenance and Repair

1. Complete assigned repairs on buildings, grounds, and equipment by following established maintenance procedures
2. Complete construction of cabinets, shelves, and partitions from initial layout to assembly following oral instructions, plans, specifications, blueprints, and work orders
3. Select material and hardware and calculate time estimates
4. Assist with the installation and moving of portable buildings, including constructing steps and installing underpinning
5. Receive and complete work orders Respond to emergency calls as needed
6. Maintain accurate records on material and labor used

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7. Inspect jobs upon completion and ensure areas are clean and excess materials are removed as needed
8. Maintain inventory of district-owned tools, equipment, and materials
9. Attend training classes and seminars as directed
10. Follow District Policy, Administration Guidelines, and Employee Handbook/Supplement directives

Safety

11. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition
12. Follow established safety procedures and techniques to perform job duties, including lifting and climbing Operate tools and equipment according to established safety procedures
13. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor
14. Follow established procedures for locking, checking, and safeguarding facilities
15. Perform other duties as assigned

Supervisory Responsibilities

Monitors the work and issues work assignments to skilled maintenance workers, including carpenters and painters, in conjunction with the carpenter supervisor

Evaluation

An evaluation will be completed in writing at least once each school year

Work Environment

- **Tools/Equipment Used:** Standard carpentry equipment, including small hand tools, power tools, measuring instruments, electrical meters, test equipment, motor vehicles, doilies, carts, computer
- **Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, bending, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- **Lifting:** Heavy lifting and carrying (45 pounds and over) daily
- **Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures and excessive humidity and dampness, dust, fumes, smoke, gas, toxic chemicals and materials, solvents, grease, oil; noise, vibration, and electrical hazards; work around machinery with moving parts, moving objects and vehicles; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel
- **Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required