



LEAD CARPENTER

Job Code: 440BOE
Bargaining Unit: 21
Effective Date: 3/18/2004

Description of Work

General Statement of Duties

Supervises, assigns, **inspects** and performs the carpentry work involved in the repair and maintenance of buildings and structures; and performs related work as assigned.

Supervision Received

Works under the general supervision of a departmental or unit supervisor.

Supervision Exercised

Exercises close supervision over journey level and apprentice carpenters and laborers.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Supervises, assigns, inspects and performs the work involved in the construction and repair of buildings, sheds, stairways, fences, porches, partitions, cabinets, barricades and a variety of other structures and articles; the construction of framing, scaffolding, false work, and concrete forms; the hanging of doors; the installation of windows, sashes, shutters and screens; and the installation of floors, roofs, insulation and tile.

Estimates quantities of materials necessary for repair or construction jobs.

Demonstrates the use of new materials and equipment.

Maintains pertinent records; makes reports and recommendations as necessary.

Knowledge, Skills and Abilities

Considerable knowledge of the standard tools, materials, methods, and safe work practices of the carpenter trade.

Considerable knowledge of the building materials, hand and power tools, and the techniques required to adapt the materials and tools to the situation at hand.

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Knowledge, Skills and Abilities (continued)

Working knowledge of building codes, handicapped access codes, and OSHA rules and regulations, pertaining to carpentry.

Considerable skill in operating a variety of hand and power tools safely, and in caring for the tools.

Considerable ability to read construction blue prints.

Considerable ability to work independently and prioritize work.

Considerable ability to cooperate on and coordinate work with other trades involved in assigned projects.

Considerable ability to lift and carry lumber and related building materials in performing the typical duties.

Considerable ability to estimate materials needed to complete work.

Working ability to demonstrate work practices and to supervise journey-level and apprentice carpenters.

Minimum Qualifications

High school graduation and possession of a certificate evidencing the completion of a four-year (7000) hour carpentry apprenticeship program, or an equivalent carpentry training program and three years of full-time experience as a journey-level carpenter. Four years of full-time (7000 hours minimum) journey-level carpentry experience may be substituted for completion of the carpentry apprenticeship program. Must possess a valid Minnesota Class D driver's license, or an equivalent out-of-state license, with no suspensions or revocations within the two-year period prior to the date of appointment (suspensions for parking-related offenses excluded).