

## CARPENTER, LEAD

### KIND OF WORK

Lead and skilled carpentry work.

### NATURE AND PURPOSE

Under general supervision, an employee in this class performs skilled rough and finish carpentry work in the construction, maintenance, and repair of buildings and wooden structures, furniture and fixtures. An employee in this class trains and directs the work of other skilled carpenters, laborers, general repair workers, correctional facility inmates, regional center residents and other helpers. Performs related work as required.

This classification differs from Carpenter Supervisor because the Carpenter Supervisor exercises full supervisory authority over subordinate skilled carpentry, laborer, and other maintenance employees. This class differs from Carpenter in that the Carpenter, Lead provides ongoing leadwork direction to skilled carpentry, laborer and other maintenance employees.

### EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Schedules, distributes/balances and guides the work activities of assigned staff, in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of assigned workload, by coordinating carpentry projects with other skilled crafts such as Electricians, Painters, and Masons; by modifying work plans to improve efficiency; by recommending additional employees for the project to ensure timely completion.

Monitors and reports on the work activities of skilled Carpenters, lesser-skilled laborers, other maintenance employees, correctional facility inmates, and regional center residents to ensure the timely completion of carpentry projects by determining the most efficient work procedures and techniques; by instructing others on the appropriate use of equipment and carpentry techniques; by inspecting the quality of work performed by others, and by recording hours worked, materials and equipment used.

Reviews construction, remodeling and repair project plans, blueprints, and specifications to understand the scope of the project and to recommend changes by reading and interpreting the plans, blueprints and specifications, and discussing them with the supervisor; by researching the plans and specifications of previously completed building projects; by defining the detailed tasks of the project.

Completes cost estimates for time, labor, and materials so that the supervisor can prioritize, budget, and schedule construction and remodeling and repair projects by determining the quantity and quality of lumber and other materials necessary to complete the project; by selecting the best work procedures; by determining equipment and labor requirements; and by requisitioning the necessary supplies and equipment.

Builds, alters, and repairs buildings and wooden structures, scaffolding, roofs, etc., to improve and maintain their physical condition and appearance by reading and interpreting construction plans, blueprints, and specifications; by requisitioning and selecting the necessary equipment and materials; by following standard construction practices of the carpentry trade; by operating hand and power carpentry tools, and by complying with all safety procedures.

Builds, repairs, and installs floors, window and door frames, interior trim, furniture, etc., to complete skilled finish carpentry projects by reading and interpreting plans, specifications, and installation instructions; by requisitioning and selecting the necessary equipment and materials; by following standard practices of the carpentry trade; by operating hand and power carpentry tools; and by complying with all safety procedures.

Maintains carpentry hand and power tools to ensure their safe and efficient operation by inspecting the equipment daily and weekly; by replacing worn parts; by sharpening blades and edges of hand and power tools; by repairing or arranging for the repair of damaged or broken equipment.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Construction plans, blueprints and specifications sufficient to draft, interpret, modify and follow them to complete new construction, remodeling, and other carpentry projects; sufficient to advise other skilled carpenters on more effective techniques and work procedures to complete carpentry projects.

Rough and finish carpentry practices and techniques including inspection of lumber for grade and quality sufficient to build, remodel, repair and maintain State of Minnesota buildings, structures, furniture, etc.

Construction and equipment safety standards and procedures sufficient to prevent injuries to self and lesser-skilled employees.

Shop math sufficient to estimate labor and material cost for planned projects.

Skill in:

The operation of hand and power carpentry-related tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, fixtures, etc.

Ability to:

Lead and motivate carpentry project employees sufficient to direct them toward the timely completion of assigned projects.

Maintain and repair hand and power tools sufficient to ensure their availability and safe operation for carpentry projects.

Instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents sufficient to train and direct them during the length of the project.

Complete construction projects' records of time, labor and materials sufficient to report daily, weekly, and monthly progress of the carpentry project.

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TC:  
Former Title(s):