

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Carpenter
SERIES: Building Trades

GRADE: G CODE: 5113
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other Carpenters, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled carpentry work of the highest complexity and variety. Responsibilities involve leading work efforts to construct, repair, maintain, and renovate Commission buildings, structures, and property. Work is checked by Trade Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for carpentry projects. Works with supervisors, project managers, and surveyors to review plans, blueprints, and engineering drawings and specifications to plan and lay out work assignments. Maintains safe and secure work sites. Identifies and corrects safety hazards.
2. Leads crew(s) on major projects. Plans, assigns, and checks work of other Carpenters, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trades crews and contractors. Inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trade Shop Supervisors with performance evaluations, personnel forms, and documents as prescribed by regulations, and enforces Commission rules, regulations, and policies. Manages shop projects in absence of Trade Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew/project schedules and records of expenditures, materials used, tasks completed, accidents, and injuries.
5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs to detect problems or code violations, and ensures compliance with local codes. Evaluates options brought forward by other carpenters to determine appropriate course of action and prepares estimates.
6. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
7. Performs difficult carpentry projects. Constructs, installs, renovates, and repairs Commission property and items requiring carpentry related work. Performs minor concrete work associated with carpentry projects (e.g., setting post anchors and posts, footings for decks).

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Important Worker Characteristics:

Extensive knowledge of: (1) standard carpentry practices and methods; (2) MOSH, OSHA, fire, and building codes; (3) algebra and geometry; (4) Commission policies and procedures.* (5) confined space procedures; and (6) hazardous materials.

Skill in operation of: (1) carpentry hand and power tools; (2) light construction equipment (e.g., skid loader, forklift, etc.);* (3) motor vehicles; and (4) appropriate office equipment including personal computer and applicable software.*

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification;* (9) work at heights; and (10) lead skilled carpentry work with minimum supervision.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved apprentice program or four years of progressively responsible carpentry experience; and
3. Four years of experience at the journey level, including two years directing the activities of other skilled carpenters; or
4. An equivalent combination of education and experience totaling eight years.
5. Valid driver's license.
6. Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, and fumes. Must be available to work during emergencies.