

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### LEAD CARPENTER/WELDER

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#### **DEFINITION:**

Under the direction of the Supervisor-Maintenance and Operations, lead and participate in a variety of skilled carpentry, welding and metal fabrication activities in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture and facilities; construct, install, maintain and repair woodwork; develop and implement carpentry and welding projects; train and provide work direction and guidance to assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture and facilities; receive and respond to work orders; assure compliance with building, health and safety laws, codes, regulations and standards.
- Develop and implement carpentry construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress.
- Lead and participate in a variety of skilled welding and metal fabrication activities in the repair, alteration, fabrication, installation and maintenance of various types of metal, parts and equipment utilizing oxyacetylene and electric arc welding, soldering and brazing processes; assure compliance with building and safety laws, codes, regulations and standards applicable to the welding trade.
- Oversee and participate in the brazing, hard facing, cutting, soldering and welding of various structures, fences, tools, parts, trailers, lockers, gates, athletic equipment, machinery, playground and automotive equipment, school and office furniture and other metal items.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards.
- Oversee and participate in the construction, installation, maintenance and repair of woodwork; match materials with color, grain or texture; repair and maintain building and facility.
- Build partitions; construct walls using paneling and other decorative materials; install, replace and repair partitions, ceilings and other items; cut, fit, and hang doors; install and repair drywall.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; receive, prioritize and coordinate response to work orders.
- Monitor inventory levels of materials and equipment; research prices for parts, materials and equipment; select vendors; order, receive and maintain inventory of materials and equipment.
- Operate a variety of specialized equipment including saws, drills, presses and various hand and power tools; drive a vehicle to conduct work.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Maintain various records related to work orders and assigned activities.
- Maintain shop and work areas in a safe, clean and orderly condition.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the carpentry or welding trade and five years increasingly responsible journey-level carpentry or welding experience.

### Licenses and other Requirements

- Valid Forklift Certification to be obtained within sixty days of employment.
- Valid Powder-Actuated Tool License.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

### Knowledge of:

- Methods, procedures, equipment and materials used in skilled carpentry, welding and general maintenance and repair.
- Working properties of metals.
- Operation and use of hand and power tools and equipment.
- Building codes related to the carpentry and welding trades.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to the building trades.
- Technical aspects of the carpentry and welding trades.
- Principles of training and providing work direction.
- Appropriate safety precautions and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.

### Ability to:

- Develop and implement carpentry and welding construction, maintenance, repair and enhancement projects.
- Train and provide work direction and guidance to assigned personnel.
- Construct, install, maintain and repair woodwork.
- Operate a variety of tools and equipment used in the skilled carpentry and welding trades effectively and safely.
- Operate oxyacetylene and electric arc welding equipment.
- Operate grinders and other shop tools related to welding and fabrication.
- Plan and lay out carpentry and welding work.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor/outdoor environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform carpentry and welding functions.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Sparks, hot ashes and hot metals from welding and fabrication.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 4/1/14**

**Unit Approved: 2/18/15**

**Board Approved: 3/2/15**

**FLSA Status: Non Exempt**