



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Carpentry Lead-Person

Reports to: Director of Maintenance, Carpentry Lead-Person
Department: Maintenance
Number of Days: 12 Months
Compensation: Grade 14
Overtime Status: Non-Exempt
Date Job Revised: May 30, 2007

Position Summary: A lead carpenter is defined as a craftsman with extensive skill and experience level, able to manage job sites with multiple employees and trade contractors. Additionally this position must complete all assigned work orders in a timely manner. This position must be proficient at blueprint reading. Have the ability to do layouts, framing, finishing of typical projects, room additions, and remodeling and must have the ability to draw appropriate sketches to communicate details to employees and others. Mathematical skills and analytical skills necessary to interpret job cost reports. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson/supervisor daily. Assume foreperson duties as necessary.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Must have a general knowledge and/or experience in all areas of carpentry equipment.

Experience:

- Minimum of 5 years experience in all phases of construction

Physical Requirements (If Applicable):

- Lifting - May exceed 50lbs.
- Climb ladders and scaffolds.

Other:

- Must be a self starter, highly motivated with a positive attitude.
- Capable of relating to management staff and other employees.
- Ability to work without direct supervision and desire to learn all phases of job related activities.
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision.
- Skilled in operating all types of equipment assigned to department including craft associated equipment.

Scope of Authority (If Applicable):

- Supervisory Responsibility - Lead

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons.
- External: Site Principals/Administrators and Staff.

Essential Functions:

- Demonstrate the ability to effectively supervise, direct and motivate employees. Coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship.
- Proficient at reading blueprints, utilize appropriate math skills.
- Ability to provide estimate of labor and material cost for projects upon request.
- Assign tasks to workers and specifies methods of coordinating workflow to facilitate completion of all jobs.
- Keep records of time and material for all jobs.
- Various other tasks as assigned by the Director and as needed.