

LEAD CARPENTER*

Function of Job:

Under broad supervision of designated supervisor, to be responsible for and/or lead and assign work to a crew of carpenters.

Characteristic Duties and Responsibilities:

1. Oversee project crews in carpentry work required for the maintenance, repair, and alteration of buildings and structures.
2. Assist in the supervision/operation of the carpentry shop and assigned personnel, as directed.
3. Assist in the coordination of carpentry shop work with that of other trades.
4. Assist supervisor in matters deserving attention regarding carpentry work.
5. Assist in the preparation of estimates, reports and requisitions.
6. Coordinate the flow of work orders, maintenance requests and other related forms between the shop and physical plant work control unit.
7. Be able to perform all duties of carpenter or finish carpenter, following recognized procedures/techniques for such work, as required.
8. Act as supervisor in his/her absence.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent and four years of experience as carpenter.
2. Knowledge of and ability to operate carpenter shop tools and equipment.
3. Ability to lay out construction, remodeling and alteration work.
4. Ability to read blueprints.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
6. Must be able to wear and use appropriate personal protective equipment, as necessary.
7. Supervisory ability.
8. Valid motor vehicle operator's license if required.
9. If warranted by specific job duties assigned to position, must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations.

Additional Desirable Qualifications:

1. Experience in the institution being served.
2. Working knowledge of one or more other trades.
3. Willingness to keep informed of new materials and methods for maintenance of college/university buildings and structures.

12/6/04
System Approval

12/6/04
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

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