



CONSTRUCTION SERVICES LEAD CARPENTER JOB DESCRIPTION

SUMMARY: Responsible for all construction activities and customer communications on the assigned job site by performing duties below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as the job-site superintendent.
- Responsible for ordering and scheduling job supplies and implementing job change orders.
- Studies blueprints, sketches, or building plans for information pertaining to type of material required, and dimensions of structure or fixture to be fabricated and executes the project plan.
- Selects specified type of lumber or other materials needed for the project, and co-ordinates supplies for the current project.
- Prepares project layout .
- Shapes job materials to prescribed measurements.
- Assembles cut and shaped materials and fastens them.
- Communicates job progress and problems to supervisor.
- Verifies trueness of structure with plumb bob and carpenter's level.
- Erects framework for structures.
- Builds stairs and lays out and installs partitions and cabinet work.
- Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls.
- Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letterdrops, and kick plates.

OCCASSIONAL MASON DUTIES:

- Spreads concrete into inaccessible sections of forms with rake or shovel.
- Levels concrete to specified depth and workable consistency, with hand held screed and floats to bring water to surface and produce soft topping.
- Smooths, and shapes surfaces of freshly poured concrete.
- Finishes concrete surfaces, or wets and rubs concrete with abrasive stone to impart finish.
- Removes rough or defective spots from concrete surfaces, and patches holes with fresh concrete or epoxy compound.
- Molds expansion joints and edges.
- Sprinkles colored stone chips, powdered steel, or coloring powder on concrete to produce prescribed finish.
- Produces rough concrete surface with broom.
- Mixes cement with hoe or concrete-mixing machine.
- Directs subgrade work, mixing of concrete, and setting of forms.
- Breaks up and repairs old concrete surfaces.



- Assists in keeping all inside and outside work areas extremely neat and orderly.
- Performs additional tasks that may be required.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Commercial Driver's License (CDL) class A or B