DALLAS COUNTY JOB DESCRIPTION

Job Title: Lead Carpenter  
Job Code: 8014200  
Job Grade: AM

Reports To: Construction Supervisor  
Pos. No: 1105,4336  
FLSA Code: N

Department: Facilities Management  
Loc. Code: 3011074  
SIC Code: 1751  
WC Code: 7720

Division:  
CS Code: C  
EEO Code: G02

Summary of Functions: Acts as a lead to carpenters and other personnel, providing training, technical expertise and assistance in the installation, repair and maintenance of carpentry, cabinetry, glass, tiles and flooring for all County buildings.

Management Scope: N/A

<table>
<thead>
<tr>
<th>Duties and Responsibilities</th>
<th>% of Time</th>
<th>Essential Non-essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Repairs and installs carpentry (rough and finish), cabinetry, glass, tile and flooring.</td>
<td>40</td>
<td>E</td>
</tr>
<tr>
<td>2. Maintains and repairs locks, duplicates keys and maintains logs and records for departments.</td>
<td>20</td>
<td>E</td>
</tr>
<tr>
<td>3. Maintains inventory of supplies and equipment and ensures needed supplies are available.</td>
<td>15</td>
<td>E</td>
</tr>
<tr>
<td>4. Trains, instructs and assists carpenters and other personnel.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>5. Records statistical reports regarding work orders and time and attendance data.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>6. Performs other duties as assigned.</td>
<td>05</td>
<td>N</td>
</tr>
</tbody>
</table>

Minimum Qualifications:

Education, Experience and Training:  
Graduation from an accredited high school /GED Program. Three (3) years of work related experience (Per Facilities Hiring/Promotion Matrix).

Special Note: One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:  
Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass a security clearance check.
Physical/Environmental Requirements:
Requires the ability to climb ladders and lift weights in excess of 50 lbs., assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Hay Points/Point Factor:

Reviewed by Human Resources/Civil Service on Date October 2003; 8/2015

Approved by Civil Service Commission on Date November 17, 2003; 8/11/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.