



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Lead Carpenter	<b>Job Code:</b>	8014200	<b>Job Grade:</b>	AM
<b>Reports To:</b>	Construction Supervisor	<b>Pos. No:</b>	1105,4336	<b>FLSA Code:</b>	N
<b>Department:</b>	Facilities Management	<b>Loc. Code:</b>	3011074	<b>SIC Code:</b>	1751
				<b>WC Code:</b>	7720
<b>Division:</b>		<b>CS Code:</b>	C	<b>EEO Code:</b>	G02

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**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

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

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### **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:

COL2: 150 pts., EXP3: 30 pts., VM2B: 15 pts, PD3A: 15 pts, WH2A: 20 pts, WE2A: 10 pts, IC2A: 15 pts, DL3: 20 pts, PS2: 15 pts, RE2B: 20 pts, SF: SF2A: 15 pts Total Points: 325

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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.