

LEAD CARPENTER

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year, if applicable</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Physical Plant Director</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Physical Plant Department Maintenance Personnel, Range: 7</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To provide and maintain high performance standards for the carpenter shop and to operate in an efficient and safe manner.</i>
Minimum Qualifications	
<ol style="list-style-type: none"><i>1. High School Diploma or Equivalent</i><i>2. Three years of experience as a carpenter with the Las Cruces Public Schools or in New Mexico</i><i>3. Three years' experience with commercial locking, access control, and security systems</i><i>4. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage</i><i>5. Verifiable work and character references</i><i>6. Working knowledge of building systems</i>	
Job Duties	
<ol style="list-style-type: none"><i>1. Plan, supervise, and execute high performance standards within the confines of the "work request" system.</i><i>2. Responsible for the day-to-day activity of the carpenter's shop.</i><i>3. Responsible for ordering material to complete assigned work orders.</i><i>4. Train apprentice carpenter(s) and report progress to the Physical Plant Department Director.</i><i>5. Identify parts, tools, and supplies needed to accomplish assigned task.</i><i>6. Maintain assigned vehicle, tools, and shop area in safe and operable status.</i><i>7. Comply with building codes of the State of New Mexico for new and modified installations.</i><i>8. Account for inventoried items and control other items to minimize loss by theft or waste.</i><i>9. Prepare written reports on specific problems or unusual occurrences to the Physical Plant Department Director.</i><i>10. Seek and implement new work methods, materials, and tools which will result in safer operation, improved reliability, and minimized cost.</i><i>11. Maintain current knowledge of locking and security systems and make repairs and upgrades when requested.</i>	

12. Installation of doors, locksets, windows & frames, glass, tile, cove base, sheetrock, metal and wood stud framing, chain link fence, concrete.
13. Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.
14. Adhere to applicable NM PED Manual of Procedures (PSAB) and District policy regarding budget accountability.
15. Agrees to fulfill performance responsibilities in location(s) assigned.
16. Attends required professional development training.
17. Exhibit professionalism by maintaining good attendance and adhering to contract hours.
18. Working after contract hours may be required.
19. Must be consistently accessible by phone during working hours and responsive to urgent matters after hours, as needed, to ensure continuity of operations.
20. Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the public
21. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
22. Adhere to educational guidelines as defined by the New Mexico Public Education Department
23. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
24. Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOL

Various machines, equipment and work tools commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instruction
 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
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EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ Date _____