



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 520.6

Job Title: **CARPENTER LEADER**

Pay Grade: 19

### **GENERAL SUMMARY:**

Supervises the construction, repair, modification and maintenance of structures composed of wood or wood-substitute materials adhering to codes, ordinances and specifications.

### **RESPONSIBILITIES:**

- Supervises and coordinates work assignments, personnel resources and schedules to ensure completion of projects.
- Reviews and inspects completed projects, meeting plans and specifications.
- Works with crews to complete complex projects and maintenance projects.
- Prepares, reviews and monitors various reports, records and documentation.
- Calculates estimated project costs analyses.
- Researches and identifies vendors to provide the most competitive services and goods.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Four years of experience in carpentry are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Carpenter  
Carpenter Foreman

*Effective: October 1990*

*Revised: July 1993*