

## HEAD CARPENTER

**Department:** Horseheads Central School District  
**Classification:** Non-competitive  
**Adopted:** March 6, 1995  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Horseheads Central School District and involves responsibility for supervising and performing skilled carpentry work requiring a thorough knowledge of the trade. The incumbent is also responsible for developing and implementing a preventive maintenance program for school buildings and equipment. Work is performed under the general supervision of the Director of Facilities Services with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Building Maintenance Mechanics and Carpenters. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here:

Supervises and performs skilled carpentry repairs with windows, doors, desks, tables and chairs;  
Oversees the maintenance, repair and construction of concrete walks, roofs and storage sheds;  
Supervises and performs framing and finishing of walls and partitions;  
Develops and implements a program of preventive maintenance for school buildings and equipment;  
May supervise and perform painting, masonry and other related building trade work as required;  
Operates a variety of hand tools and power tools;  
Estimates cost of maintenance and repair projects and prepares specifications for the purchase of necessary supplies and equipment;  
Assigns subordinate staff to maintenance and repair projects and determines priority of assignments;  
Prepares reports and maintains records of repair projects.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the materials, practices, tools, terminology and safety precautions of the carpentry trade; ability to work from plans, specifications and rough sketches; ability to follow oral and written directions; ability to plan, assign and supervise the work of others; ability to operate woodworking machinery; ability to rig and work from scaffolds; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four years of experience as a journey-level Carpenter.