

**Lead Carpenter**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=143953>

Downloaded On: Sep. 24, 2020 1:20pm

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

<b>Job Title</b>	Lead Carpenter
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jul. 7, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1947240">https://apptrkr.com/1947240</a>

**Apply By Email**

**Job Description**

Lead Carpenter

Position Number: 2013141073

Department: Facilities Planning and Mgt

Job Category: Classified Unit B

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 6:00 a.m. - 2:30 p.m.

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Salary Range: B-76

Salary: Steps 1 - 6: \$5,113- \$6,524 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 02/25/2020

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A detailed resume that summarizes educational preparation and professional experience for the position.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

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Under general supervision, leads, trains, oversees, and participates in the work of carpentry staff responsible for performing skilled technical maintenance, repair, installation, alteration, and construction of District buildings, facilities, and fixtures; provides technical assistance to the Assistant Director, Facilities Planning and Management.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management. Exercises technical and functional supervision over and provides training to assigned carpentry staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the Carpenter class series responsible for performing skilled carpentry, as well as the most complex duties, to ensure that all District buildings and facilities are maintained in a safe and effective working condition and provide the highest level of safety and utility for District and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of assigned facilities and systems in a timely manner.

### Essential Duties/Major Responsibilities:

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, and work review and evaluation to assigned carpentry staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Provides input into selection decisions, disciplinary matters, and other personnel decisions.
3. Trains staff in the proper use of carpentry equipment, systems, and supplies; maintains equipment and supplies in good working condition.
4. Plans, organizes, and lays out assigned tasks; interprets plans, diagrams, blue prints, sketches, verbal instructions and specifications; works from verbal and written instructions and work orders.
5. Estimates labor, materials, and equipment needed for assigned carpentry projects; monitors inventory levels of carpentry materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
6. Secures price quotations for supplies and repairs, as necessary per District guidelines.
7. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
8. Oversees outside contractors performing carpentry maintenance and repair services to ensure

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completeness and accuracy.

9. Performs skilled carpentry work in the alteration, repair, and new construction of equipment and structures; ensures the maintenance and safety of District buildings and fixtures; receives and responds to work orders; ensures compliance with building, health and safety codes and standards.
10. Constructs, installs, maintains, and repairs woodwork, including cabinets, bookcases, shelves, doors, window frames, and furniture, performing mill and cabinet work as necessary; matches materials with color, grain or texture.
11. Plans, lays out, assigns, guides, checks, inspects, and reports on work of assigned personnel; trains and instructs assigned workers in proper work methods; estimate costs of labor and materials; orders small items directly and checks on the availability of materials for assigned jobs.
12. Make sketches of work as necessary.
13. Builds partitions; constructs walls, using paneling and other decorative materials; installs, replaces, and repairs partitions and other items; cuts, fits, and hangs doors; installs and repairs drywall.
14. Constructs and installs new windows and doors; replaces glass in existing windows and doors, as necessary.
15. Operates a variety of specialized equipment including saws, drills, presses, and various other hand and power tools; drives a vehicle to perform work.
16. Lays and repairs floors and roofs; removes and replaces tile; builds closets, cases, and shelving; fits doors, windows, sashes and screens; repairs and installs drape cords.
17. Cuts and installs glass, Plexiglas, and similar materials.
18. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
19. Records and maintains labor and material records.
20. Observes safe work methods and makes appropriate use of related safety equipment as required.
21. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
22. Assists other District employees with various projects including minor electrical, plumbing, HVAC, locksmith, painting painter regarding skilled carpentry work and other trades.
23. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

Knowledge of:

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1. Principles, practices, methods, equipment, materials, and tools used in carpentry of District facilities, buildings, and fixtures, including carpentry codes.
2. Safe application, operation, and maintenance of tools and equipment used in the carpentry trade.
3. Basic principles and practices of providing technical and functional direction and training to assigned staff.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; including, appropriate safety precautions and procedures, Uniform Building Code requirements pertaining to carpentry work.
5. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
6. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
7. Safe work practices, including safe driving rules and practices.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### Skills and Abilities:

#### Skills and Abilities to:

1. Plan, schedule, assign, and oversee activities of carpentry personnel.
2. Inspect the work of assigned staff and maintain established quality control standards.
3. Train assigned staff in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
6. Perform basic preventative maintenance of equipment and tools.
7. Skillfully and safely operate a variety of equipment and power and hand tools used in the carpentry trade.
8. Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommends purchases.
9. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
11. Maintain accurate logs, records, and basic written records of work performed.
12. Operate modern office equipment including computer equipment and software programs.
13. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints,

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and technical regulations.

14. Make accurate arithmetic calculations.

15. Operate a truck and observe legal and defensive driving practices.

16. Organize own work, set priorities, and meet critical time deadlines.

17. Use English effectively to communicate in person, over the telephone, and in writing.

18. Understand scope of authority in making independent decisions.

19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications/Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) full time equivalent years of experience in journeyman-level carpentry maintenance and repair work.

### Equivalencies:

### Preferred Qualifications:

### License(s) & Other Requirements:

### Examination Requirements:

### Working Environment:

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### Physical Demands:

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle

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and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:  
[url=[http://www.mtsac.edu/safety/pdf/ASR\\_2017.pdf](http://www.mtsac.edu/safety/pdf/ASR_2017.pdf)]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

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Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

### Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

### Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

### Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

### Special Instructions to Applicants:



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To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

**Letters of Recommendation**

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

**EEO Policy:**

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [\[url=https://apptrkr.com/1947240\]](https://apptrkr.com/1947240)<https://hrjobs.mtsac.edu/postings/7643>

**Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

N/A

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