

CARPENTER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the construction, maintenance, alteration and repair of wooden structures, buildings or equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in the construction, maintenance, alteration and repair of wooden structures, buildings or equipment.

Oversees the construction, alteration, repair and restoration of cabinets, furniture, doors, door and window frames, stairways, floors, roofs, partitions and remodeling projects.

Studies production problems and makes recommendations for improvement of procedures or work methods; reviews quality and quantity of work output by means of reports, conferences, and periodic spot-checks.

Implements agency or departmental policies for training and safety; inspects work sites for adherence to safety standards.

Advises officials on progress of carpentry projects.

Provides detailed estimates of material, time and labor; orders supplies and equipment; supervises the storage, care and maintenance of supplies and equipment.

Prepares layout sketches from oral and written descriptions; reads and interprets blueprints.

Operates hand and power saws, sanders, planes, joiners, shapers, drill presses and other carpentry equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, tools and equipment of the carpentry trade.

Knowledge of shop mathematics.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate policies and procedures.

Ability to read, interpret, and work from or draws sketches, layouts and blueprints.

Ability to estimate time and materials needed for work projects.

Ability to maintain records and prepare reports.

Ability to enforce safe work practices on the job.

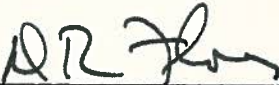
Skill in the carpentry trade.

MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of progressively responsible experience in the construction, maintenance, and repair of wooden structures, buildings and equipment, including two years at the skilled level; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission