

CLASS TITLE: ASSISTANT CARPENTER SUPERVISOR

Class Code: 02336400

Pay Grade: 17A

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the supervision of the work of carpenters employed in the construction, alteration, maintenance and repair of small structures and articles of wood; to do fine carpentry work, cabinetmaking and finishing; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgment in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

SUPERVISION EXERCISED: Supervises the work of carpenters, helpers and others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the supervision of the work of carpenters employed in the construction, alteration, maintenance and repair of small structures and articles of wood.

To perform work, and assist in the supervision of others, in the repairing and refinishing of furniture.

To do fine carpentry work in making and finishing desks, tables, bookracks and other types of office furniture or cabinet work not readily purchasable.

To supervise and engage in the making and repairing of windows, screen doors, panel doors and floors.

To assist a superior in lay out work with or without blueprints, sketches or drawings.

To make rough sketches and designs for carpentry work to be done.

To assist in the supervision of, and engage in, the operation and care of such woodworking machinery as drill presses, hand saws, jointers, lathes, circular saws, sanding machines, etc.

To assist in making cost estimates of labor and materials.

To keep time records of subordinates and other records and to make reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in carpentry and cabinetmaking and skill in the application of such practices and techniques; a working knowledge of safety measures and precautions; skill in the use and care of woodworking tools and equipment; the ability to lay out work from plans and specifications; the ability to assist in supervising the work of subordinates; the ability to make rough sketches and simple designs; the ability to make estimates of material and labor costs for carpentry and cabinetmaking work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as a journeyman carpenter.

Or, any combination of education of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/03