

CLASS TITLE:

**CARPENTER SUPERVISOR
(CORRECTIONS)**

Class Code: 02336500

Pay Grade: 20A

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to plan, review and supervise the work of carpenters and/or institutional inmates engaged 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 general and specific work assignments from a superior with considerable latitude for the use of independent judgment in the application of practices and techniques of the trade; work is reviewed upon completion for satisfactory performance.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to plan, review, and supervise the work of carpenters and/or inmates engaged in the construction, alteration, maintenance and repair of small wooden structures and other articles of wood.

To supervise and engage in the repairing of furniture.

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

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

To lay out work with or without blueprints, sketches or drawings.

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

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

To make cost estimates of labor and materials.

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

As required, to provide training and instruction to subordinate personnel and institutional inmates who are assigned to assist.

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 various kinds of wood, its properties, adaptability and uses; 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 supervise the work of subordinates; the ability to supervise and instruct inmate workers; the ability to make rough sketches and simple designs; the ability to make estimates of material and labor costs for carpentry and cabinetmaking; 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 skilled carpenter.

Or, any combination 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: July 24, 1994

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