

CLASS TITLE: CARPENTER SUPERVISOR

Class Code: 02336300
Pay Grade: 18G
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As a working supervisor, to lay out, supervise, and participate in 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 judgement 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 supervise and engage in the work of carpenters and other employees in construction, alteration, maintenance and repair of small wooden structures and articles of wood.

To supervise and engage in the repairing and refinishing of furniture.

To do fine carpentry work in making and finishing desks, tables, book racks 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 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 supervise and engage in the repairing of roofs and the installation and repairing of floor coverings.

To make 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 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 and supervise 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 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: April 27, 1986

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