



CLASS SPECIFICATION

1/13/2022

CARPENTER SUPERVISOR, 3346

Summary of Duties: A Carpenter Supervisor plans, assigns, monitors, reviews, and evaluates the work of Carpenters, Senior Carpenters, and other employees engaged in skilled rough and finish carpentry in building, repairing, and maintaining wooden, concrete, and steel structures and articles, including concrete forms, and erecting scaffolds; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Class Characteristics: A Carpenter Supervisor supervises the work of Carpenters, helpers, Senior Carpenters and other employees; or may supervise a small group of Ship Carpenters engaged in the construction, maintenance or repair of marine vessels; and may be responsible for coordinating the work of other building crafts. A Carpenter Supervisor is responsible for determining the material and supply requirements of each assigned job; assuring that required items are in stock or requisitioned, and estimating the number of personnel required on the job.

Example of Duties:

- Plans, lays out, schedules, assigns, supervises, and inspects the work of one or more crews of Carpenters, helpers, and other employees;
- Inspects structures and furnishings to determine needed repairs or the practicality of proposed changes;
- Prepares cost estimates and materials lists;
- Interprets instructions, plans, and blueprints for subordinates;
- Requisitions materials;
- May supervise mill work, may inspect work done by private contractors for conformance to plans and specifications;
- May supervise a group of Ship Carpenters for appearance and quality of work and for conformance to blueprints and sketches;
- Coordinates the work of Carpenter crews with that of other trades working on the same job;
- Ensures that safe working conditions exist;
- Fulfills supervisory Equal Employment Opportunity responsibilities.

Employees in the class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

Four years of full-time paid experience as a Carpenter or Cabinetmaker or in a class at that level performing finished woodworking or skilled carpentry in building and repairing structures and similar articles.

License: A valid California driver's license and good driving record may be required for some positions.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability, and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be