

CARPENTRY SUPERVISOR

DEFINITION

Plans, coordinates, supervises, and participates in the construction, maintenance, alteration, and repair of various building components and structures, made of wood, steel, concrete and/or other building materials; has site responsibility for carpentry and other related work projects.

TYPICAL DUTIES

Supervises and coordinates the work of journey-level workers of the carpentry and other related trades including planning, scheduling and reviewing completed projects for quality and conformity to work standards.

Acts as the campus technical expert in carpentry, cement and related trades.

Performs skilled journey-level rough and finish carpentry work in the construction, alteration, and repair of building components and structures such as floors, ceilings, roofs, stairways, moldings, furniture, doors, window frames, shelves, partitions and other related building components.

Inspects facilities for maintenance and safety problems, schedules and performs preventive and corrective carpentry, cement and related maintenance work.

Estimates labor and material costs and prepares specifications and requisitions for supplies and materials.

Oversees and inspects contract work in the carpentry and other related trades.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Carpentry Supervisor plans, coordinates, supervises and has site responsibility for carpentry and other related work projects; performs skilled journey-level carpentry work in the construction, maintenance, alteration, and repair of various building components and structures.

A Carpenter performs skilled journey-level rough and finish carpentry work in the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials.

SUPERVISION

General supervision is received from facility management personnel. General supervision is exercised over Carpenters and/or employees assigned to a related trade or technical area.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, materials, hand and power tools, and equipment used in the carpentry, cement and related building trades
- Construction, maintenance, alteration, and repair of building components and structures
- Modern industrial and commercial building construction
- Testing and inspection methods pertaining to carpentry and related tools
- Properties, adaptability, and uses of various building materials
- Supplies and costs of carpentry and related building materials
- State and local building codes, orders and ordinances
- Safety and health regulations and practices pertinent to the construction industry
- Safety regulations pertaining to erecting and working on ladders and scaffolds
- Harmful effects hazardous or toxic materials and the protection and safeguards required when working with or controlling such materials
- Methods and procedures used in planning and estimating job projects
- Basic plumbing and electrical systems
- Principles of supervision and training
- Basic recordkeeping procedures
- Basic operations of computer equipment

Skill in:

- Using tools and equipment of the trade

Ability to:

- Plan and schedule projects for the construction, maintenance, alteration, and repair of building components and structures made of steel, concrete and related materials
- Perform skilled rough and finish carpentry work
- Read, interpret, and work from sketches, drawings, plans, and blueprints
- Safely lift and carry heavy tools and materials
- Safely climb ladders and work at heights on scaffolds and beams
- Work effectively with administrators, staff, contractors, and vendors
- Supervise effectively the work of carpenters and other related crafts personnel
- Keep accurate records
- Learn characteristics of new materials and equipment and update skills to adapt to changing technology
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** completion of an apprenticeship or its equivalent in the carpentry trade **AND** two years of full-time, paid journey-level experience as a carpenter. Experience as a supervisor, as well as with plumbing and electrical systems, is desirable.

Special:

A valid Class "C" California driver's license
Access to an automobile