



PERSONNEL COMMISSION

Class Code: 0115
Salary Range: 38 (S1)

CARPENTER SUPERVISOR

JOB SUMMARY

Under general supervision, organize and supervise assigned crews and individual personnel engaged in general construction, repair and maintenance of school equipment, facilities, and properties; investigate, plan, and estimate the construction, renovation and installation of carpentry projects; and perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Plan, organize, and supervise the work of assigned personnel to a crew; make up lists of material and equipment needed to complete jobs; report on progress of construction and repair jobs. **E**
- Assign, train and instruct personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and usage of trade construction equipment. **E**
- Plan preventive maintenance, repair work or programs. **E**
- Plan construction, installation, alteration, repair, and maintenance work in a variety of carpentry (as defined) related projects. **E**
- Prepare reports on work needed to be done. **E**
- Place orders for materials, parts, tools, and equipment used in work; contact vendors for price and availability. **E**
- Keep records of job costs. **E**
- Schedule use of service equipment on the job such as tractors, air compressors, ditch diggers, trucks, backhoes, etc. **E**
- Schedule and coordinate contract maintenance and repairs on service equipment, structures and facilities. **E**
- Supervise all phases of maintenance work to ensure health and safety precautions are observed; hold meetings to review and instruct employees in safe work practices and methods. **E**
- Coordinate contract work to ensure it is performed in compliance with specifications and meets appropriate quality standards; schedule and assign personnel to inspect contractor provided services. **E**
- Confer with contractors, site administrators, and facility planning and maintenance personnel to provide technical information and advice, coordinate installation and maintenance activities and resolve concerns and problems on work orders, scheduling

- projects and work standards. *E*
- Estimate cost of project materials and labor; prepare and submit requisitions and monitor invoices; prepare job performance specifications for contract work and monitor job progress and expenditures compared to budgeted amount for project. *E*
 - Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. *E*
 - Determine elevations and general contours of sites to lay out land for proper grades. *E*
 - Set up historical files for maintenance of systems and equipment. *E*
 - Evaluate the performance of assigned personnel and prepare required evaluation reports. *E*
 - Adjust employee grievances. *E*
 - May do the work of a journey-level carpenter. *E*
 - Drive a District vehicle. *E*

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Carpenter Supervisor assigns crews or individuals to various locations to accomplish necessary general repair, maintenance and alteration to school equipment, facilities, and properties. The scope of the assignments covers a variety of work such as roof repair, forming and laying concrete, installing playground equipment and finish carpentry. An incumbent typically will supervise journey-level carpenters, equipment operators, drivers, and skilled or semiskilled workers performing this work. An incumbent also assigns cabinetry and mill work to journey-level carpenters as required. An incumbent in this class may be assigned duties exclusively as a planner/estimator, in which case supervisory work over crews or individuals would probably not be done on a regular basis.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of supervision and training.

Principles, practices, tools, equipment, and materials used in performing a wide variety of construction, repair and maintenance work, involving such work as carpentry, plastering, asphalt and concrete, finishing trade, roofing, window removal, installation and sun screened, "v" blind adjustment, counter tops, shelves, mail boxes, painting, and equipment carpet-tile, handicapped requirement for ramps and doors, insulation, T-bar ceiling, moving and hauling.

Applicable building codes, ordinances, fire and handicap requirements, regulations and safety precautions.

Methods and requirements of maintaining, repairing, altering, and improving school buildings, grounds and equipment.

Properties, adaptability, and uses of various woods, fiberboard, plaster, mortar, concrete, and related materials.

Methods of estimating carpentry, plastering, concrete, and asphalt work.

Commercial sources and current costs of conventional carpentry, plastering, and concrete-finishing materials.
Computer software applications.

Ability to:

- Plan, organize, supervise and evaluate the work of others.
- Train and evaluate the performance of assigned staff.
- Plan and schedule carpentry related work (as defined) in efficient sequence.
- Estimate accurately costs of repairs, construction work, and related labor requirements.
- Maintain records.
- Operate a computer and applicable software to enter data, maintain records and generate reports.
- Schedule work and utilize assigned personnel effectively.
- Prepare sketches and diagrams.
- Read, interpret and work from plans and blueprints, sketches, drawings, and specifications.
- Use surveyor transit and level to shoot grades.
- Grade land surfaces to the surveyed marks.
- Keep abreast of new developments in the field and apply to tasks and jobs.
- Operate a vehicle observing legal and defensive driving practices.
- Write clear, concise instructions and reports.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Equivalent to graduation from high school and four years of a recognized carpenter apprentice training program.

Experience:

One year in a lead or supervisory capacity over journey-level carpentry trade personnel performing general construction, repair and maintenance of school or similar public facilities, buildings, or properties.

OR

Four years as a journey-level carpenter preferably including some experience in a lead or supervisory capacity.

OR

Any other combination of training and experience which demonstrates the applicant is likely to possess the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site; frequent interruptions; subject to emergency call out.

PHYSICAL DEMANDS

Climbing and descending scaffolding and ladders; walking and standing for extended periods of time; kneeling, bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; dexterity of fingers and hands to operate specialized equipment and personal computer; working around machinery having moving parts; hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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