

CARPENTER SUPERVISOR I

DESCRIPTION OF WORK

Work in this class involves the supervision of carpenters and apprentices engaged in the maintenance, repair, alteration, and construction of wooden structures or in building and repairing a variety of articles in a woodworking shop. Work includes servicing and making minor adjustments to woodworking machines and the requisitioning of needed supplies and materials. Assignments are received in the form of written work orders or in terms of general instructions concerning items to be fabricated or repaired; however, an employee is expected to exercise initiative and judgment in developing work methods, coordinating workflow, and instructing subordinates in difficult work problems. New or unusual assignments are accompanied by detailed instructions and any deviations from specifications are referred to a superior for approval. Work is reviewed through inspection of completed work for conformance to accepted standards.

EXAMPLES OF DUTIES PERFORMED

Plans, assigns, and reviews the work of carpenters, apprentices, and other employees in the alteration, maintenance, and repair of floors, roofs, doors, partitions, windows, and other structural woodwork. Supervises the construction of frame shop buildings, concrete forms, farm barns, sheds, and occasionally employee dwellings.

Selects timber and assigns work to carpenters in the fabrication of wooden signs; prepares the layout of sign wording, selects the proper size and shape bits in making routed letters.

Performs and supervises hand and bench work in a carpenter shop; operate planer, jointer, power saw, mortising machine, drill press, radial saw, belt sander, and electric routing machine.

Supervises carpenters in a woodworking shop making wooden trailers, truck bodies, window frames, bedside cabinets, doors, toolboxes, utility desks, and tables.

Mixes or directs employees in mixing paints and other preservatives to be used in spraying finished products.

Keeps time, materials, and work records; makes time and material estimates on jobs; orders materials and supplies.

Trains employees in the safe operation of woodworking equipment.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the standard practices, processes, materials, and tools of the carpentry trade.

Skill in the use of hand tools and power driven machinery used in the carpentry trade.

Ability to make time and material estimates and to inspect lumber for grade.

Ability to plan, organize, and direct the work of carpenters and semi-skilled or unskilled laborers and to establish a program of training for apprentices.

Ability to read and work from plans, blueprints, or sketches.

Ability to establish and maintain effective working relationships with: employees and with persons for whom work is done.

Minimum Education and Experience

High school or General Educational Development diploma and two years of journey level carpentry experience; or an equivalent combination of education and experience.