

CARPENTER SUPERVISOR

DEFINITION

Under supervision, to oversee and participate as necessary in the day-to-day or project-to-project activities of field crews engaged in performing a variety of carpentry and other duties necessary to erect new buildings, alter existing buildings, and maintain building structures, fittings and fixtures in good repair; or, to oversee the activities of a crew performing millwork, cabinet making and carpentry in shop to construct and repair a wide variety of wooden articles; and to do related work as required.

TYPICAL TASKS

Exercises supervisory responsibility for control over work operations within policies established by management officials and plans, methods, procedures, deadlines, priorities and other requirements established by a senior supervisor; reviews plans, problems and requirements with senior supervisor as necessary to accomplish the work effectively and economically.

Plans distribution of work; assigns tasks or projects; explains work requirements and methods to subordinates as needed and keeps them informed on changes in policy and procedure; reviews work in progress for compliance with departmental performance and safety standards and provides assistance when problems arise; coordinates work with other affected shops as required; follows up to insure that work is completed properly and in a reasonable amount of time; makes cost estimates as required; identifies needs for new and replacement equipment.

Maintains and reports on time and attendance; schedules and approves leave; takes informal and recommends formal corrective action on complaints, conduct or performance problems; evaluates performance of subordinates; provides for training and cross-training of subordinates; initiates requests for tools, parts and equipment not carried in stock; maintains records; participates in review and improvement of work methods; insures that subordinates drive vehicles safely and observe speed limits.

EMPLOYMENT STANDARDS

Graduation from high school desirable and considerable increasingly responsible experience in general carpentry and/or millwork and cabinetmaking; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Advanced knowledge of methods and practices of the trade and of the properties, characteristics and uses of related equipment, materials

and tools; skill in performance of the work and knowledge of local and national codes where applicable; ability to assign and supervise subordinate employees; ability to carry out a maintenance and repair activity within established policy, plans and requirements, and to coordinate work with other shops and departments; ability to instruct and train subordinates in all phases of the work and to assist them with work problems; ability to enforce safety and other regulations; ability to read and interpret work orders, diagrams, sketches, blueprints and manufacturers' manuals; ability to estimate costs of work performed; ability to communicate effectively both orally and in writing; ability to keep accurate records and prepare reports; ability to maintain good interpersonal relationships; possession of a valid state motor vehicle operator license.

Strength and dexterity necessary to perform all required tasks.

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