

CARPENTER SUPERVISOR II

DESCRIPTION OF WORK

Work in this class involves the supervision of carpenters in the construction, renovation, and maintenance of wooden structures, furnishings, and furniture.

Employees prepare plans and cost estimates for renovation and alteration projects, prepare material requisitions, and supervise carpenters in carrying out work assignments. Work includes contact with other departmental and agency personnel in determining types of structures to be constructed, types of materials and supplies to be used and in resolving problems in maintenance and upkeep of existing structures. Work is guided by a technical superior through approval of plans submitted for new construction and through written work reports on routine maintenance and is reviewed upon completion for conformance to accepted standards.

EXAMPLES OF DUTIES PERFORMED

Consults with departmental and agency personnel on proposals for alterations or new construction; explains construction procedures and problems involved.

Prepares plans and sketches for new construction and renovation; determines amount of materials, supplies, and labor needed; prepares requisition order for materials and supplies.

Prepares designs and diagrams for making wooden trailers and truck bodies, custom cabinets, desks, and tables; lays out work for carpenters and supervises them in the construction of such custom furnishings.

Plans and reviews the work of carpenters in the general maintenance and repair of buildings, floors, roofs, and other structural woodwork.

Maintains adequate inventories of lumber, plywood, paints, hardware, and other related supplies.

Keeps time, material, and work records on various projects; prepares invoices based on such records.

Periodically inspects all woodworking equipment; recommends to technical superior the replacement of equipment; trains employees in the operation of such 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 prepare plans and material estimates.

Ability to plan, organize, and direct the work of carpenters and to establish a program of training for such personnel.

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

Completion of high school and two years of experience in the performance of the full range of journey level tasks associated with the carpentry trade; or an equivalent combination of education and experience.