

CARPENTER, 3344  
SENIOR CARPENTER, 3345  
CARPENTER SUPERVISOR, 3346  
CARPENTER SHOP SUPERVISOR, 3339

Summary of Duties : Does skilled rough and finish carpentry in building and repairing wooden structures and articles, or supervises such work in the field or in a general wood working shop; and does related work.

Distinguishing Features : A Carpenter does all types of journey-level carpentry work. The work may include the construction and setting of forms for concrete, and building, remodeling, and repairing wooden structures, buildings, and articles. Work assignments are in the form of written and verbal orders or plans and detailed drawings. While supervisors inspect the work of an employee of this class for completeness and workmanship, a Carpenter is expected to complete an assigned job without detailed craft instruction.

A Senior Carpenter is a journey-level carpenter who performs carpentry tasks and supervises a small group of employees engaged in carpentry activities. A Senior Carpenter is responsible for assuring that adequate supplies and materials are available to subordinates at the job site and that work proceeds in a proper manner. In addition, a Senior Carpenter interprets plans for subordinates and prepares detailed sketches of carpentry work.

A Carpenter Supervisor supervises the work of Carpenters, helpers, Senior Carpenters and other employees; or may supervise a small group of Ship Carpenters engaged in the construction, maintenance or repair of marine vessels; and may be responsible for coordinating the work of other building crafts. A Carpenter Supervisor is responsible for determining the material and supply requirements of each assigned job, assuring that required items are in stock or requisitioned, and estimating the number of personnel required on the job.

The work of a Carpenter Shop Supervisor differs from that of a Carpenter Supervisor in that it is primarily concerned with projects which are done in a large woodworking shop and involve a greater proportion of joinery and machine work. An employee of this class rarely performs carpentry work, but is responsible for ensuring that assignments are completed rapidly, economically, and proficiently and is responsible for estimating the number of personnel required to complete a given job. Assignments are received in general terms and work is usually spot-checked by a supervisor.

Much of the work of employees of these classes is outdoors, and it may involve considerable physical effort. The work frequently involves working with power tools and may involve climbing scaffolding or working from floating equipment.

Examples of Duties : Carpenter : Uses hand and power tools to lay out, cut, fit, and join rough and finish lumber to construct, or repair wooden structures; installs and repairs doors, windows, cabinets, and shelving; installs interior and exterior trim; cuts, fits, and joins fiber board, plywood, composition board, and particle board; installs and repairs siding, paneling and dry wall; installs metal studding, lathing, and suspended ceiling; makes minor roof repairs, does heavy timber layout and erection work, as found in dock and bridge construction; fits heavy piling caps, joists, stringers, and decking; installs mooring bits and pile straps; installs resilient flooring; installs ceiling tile;

Determines correct elevations from plans and established reference points; erects and strips wood and metal concrete forms for foundations; equipment bases, curbs, gutters, catch basins, and footings; builds retaining walls; makes or repairs boxes, cabinets, ladders, stakes, furniture, and wooden recreation equipment; erects wood and metal scaffolding; sharpens hand and power saws and other woodworking tool cutting edges; makes minor repairs and adjustments to power woodworking tools; inspects structures to determine necessary repairs; occasionally places reinforcing steel and pours concrete; may work in a mill, using various types of power woodworking tools; may help set precast concrete structures; and may supervise and work with a small group of helpers.

Senior Carpenter : In addition to the above, supervises a crew of journey-level workers, helpers, and laborers; assigns and reviews the work of a crew in accordance with the instructions of a supervisor; sees that proper safety precautions are taken; and assures that materials are furnished to employees in the crew.

Carpenter Supervisor : Plans, lays out, schedules, assigns, supervises, and inspects the work of one or more crews of Carpenters, helpers, and other employees; inspects structures and furnishings to determine needed repairs or the practicability of proposed changes; prepares cost estimates and materials lists; interprets instructions, plans, and blueprints for subordinates; requisitions materials; may supervise mill work; may inspect work done by private contractors for conformance to plans and specifications; may supervise a group of Ship Carpenters for appearance and quality of work and for conformance to blueprints and sketches; coordinates the work of carpenter crews with that of other trades working on the same job; and ensures that safe working conditions exist.

Carpenter Shop Supervisor : Assigns, supervises, and inspects the work of a group of Carpenters, Cabinet Makers, and other employees engaged in cabinet making and other phases of skilled finish carpentry requiring bench work and the use of power woodworking machines; directs the lubrication and maintenance of power woodworking equipment; makes recommendations and prepares specifications for the purchase of new equipment; instructs new employees in the safe and proper use of power woodworking equipment; reads blueprints and

prepares cost estimates; requisitions supplies and materials; inspects work for conformance to plans and specifications and for quality of workmanship; inspects materials for conformance to purchase specifications; furnishes information concerning shop requirements for budget preparation; keeps records of work performed and labor and material costs; and supervises Carpenters, Building Repairers, Locksmiths, and other employees working out of the shop on general building maintenance.

Senior Carpenter : Carpenter Supervisor : Carpenter Shop Supervisor :

Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A knowledge, as indicated, of :

	Carpenter	Senior <u>Carpenter</u>	Carpenter <u>Supervisor</u>	Carpenter Shop <u>Supervisor</u>
Practices, methods, processes, and materials used in rough, finish, and heavy timber carpentry;	Good	Good	Good	Working
Construction, assembly, and setting of forms for concrete;	Good	Good	Good	Working
Use and safe operation of the common hand and power tools and machines of the trade;	Good	Good	Good	Good
Los Angeles City Building Code;	General	General	General	General

Qualifications : A knowledge, as indicated, of :

	Carpenter	Senior <u>Carpenter</u>	Carpenter <u>Supervisor</u>	Carpenter Shop <u>Supervisor</u>

Knowledges :

Qualities, characteristics, grades, and uses of various woods, plywoods and similar materials;

Working      Good      Good      Good

Standard practices, processes, materials, tools, and equipment used in cabinet making;

General      Good      Good

Industrial Safety Orders pertaining to the erection and use of scaffolding;

Working      Good      Good

Other building trades as related to carpentry;

General      Working      Working      Working

Qualifications : A knowledge, as indicated, of :

Carpenter

Senior      Carpenter      Shop

Carpenter      Carpenter      Supervisor      Supervisor

Knowledges :

Supervisory principles

and practices;

General

Good

Good

Memorandum of under-

standing as they apply

to subordinate personnel;

General

General

Preparation of cost

and materials' estimates,

lists, and reports;

General

Good

Good

City personnel rules,

policies and regula-

tions;

General

General

General

The laws and regula-

tions related to equal

employment opportunity

and affirmative action;

General

Good

Good

Qualifications : A knowledge, as indicated, of :

Carpenter

Senior

Carpenter

Shop

Carpenter

Carpenter

Supervisor

Supervisor

Knowledges :

Safety precautions required in a general woodworking shop;	General	General	General	Good
Safety principles and practices;	General	General	Good	Good
Glues, cements, adhe- sives, and resins used in fiber glass work;	General	General	General	General
Locks, panic door exit devices, and office and building hardware;	Working	Working	Working	Working
First aid practices;		Working	Working	General

Abilities : And the ability, as indicated to :

			Carpenter
	Senior	Carpenter	Shop
Carpenter	<u>Carpenter</u>	<u>Supervisor</u>	<u>Supervisor</u>

Read, interpret, and  
work from plans,  
sketches, drawings and

blueprints; X X X X

Perform arithmetical calculations as related to carpentry work; X X X X

Coordinate work with that of other craft personnel and helpers on the same job; X X

Supervise a small group of subordinates while working with them; X

Carpenter  
Senior Carpenter Shop  
Carpenter Carpenter Supervisor Supervisor

Abilities : And the ability, as indicated to :

Plan, supervise, and review the work of a group of Carpenters,

helpers, Ship Carpenters, and other employees;

X

X

Coordinate the work of subordinates with that of other building trades personnel;

X

X

X

Order and issue material, and to prepare time, work, and material reports.

X

X

X

X

Completion of a recognized four-year apprenticeship as a carpenter or cabinet maker, or the attainment of journey-level rank as a carpenter or cabinet maker or six years of experience as a helper to a journey-level carpenter is required for Carpenter.

Two years of journey-level experience as a carpenter or cabinet maker is required for Senior Carpenter.

Four years of journey-level experience as a carpenter or cabinet maker is required for Carpenter Supervisor and Carpenter Shop Supervisor.

License : All Classes : A valid California driver's license and a good driving record may be required for some positions.



Physical Requirements :    Carpenter :    Senior Carpenter :    Strength t o  
perform average lifting up to 35 pounds and occasionally over 7    0  
pounds ; body agility and equilibrium involved in activities such a    s  
climbing and balancing in precarious positions ; arm, hand, and finger  
dexterity with both hands involved in activities such as reaching    ,  
handling, and feeling ; good hearing ability ; and good eyesight.

Carpenter Supervisor :    Carpenter Shop Supervisor :    Strength t o  
perform average lifting of up to 15 pounds and occasionally over 2    5  
pounds ; good speaking and hearing ability ; and good eyesight.

Persons with medical limitations may with reasonable accommodations,  
be capable of performing the duties of some of the positions in these  
classes. Such determination must be made on an individual basis i n  
light of the person's limitations, the requirements of the position    ,  
and the appointing authority's ability to effect reasonabl e  
accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Sectio n  
4.55 of the Administrative Code, this specification i s  
descriptive, explanatory and not restrictive. It is no t  
intended to declare what all of the duties and responsibilities  
of any position shall be.

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