

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

6/19/87

**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 woodworking shop; and does related work.

**Distinguishing Features:** The work of a Carpenter Shop Supervisor differs from that of a Carpenter Supervisor in that it is primarily concerned with projects that 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.

**Example of Duties:**

- 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;
- Supervises Carpenters, Building Repairers, Locksmiths, and other employees working out of the shop on general building maintenance;
- Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;
- May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications****Knowledge of:****A good knowledge of:**

- Use and safe operation of the common hand and power tools and machines of the trade;
- Qualities, characteristics, grades, and uses of various woods, plywood's, and similar materials;
- Standard practices, processes, materials, tools, and equipment used in cabinet making;
- Supervisory principles and practices;
- Preparation of cost and materials estimates, lists, and reports;
- Safety precautions required in a general woodworking shop;
- Safety principles and practices.

**A general knowledge of:**

- Los Angeles City Building Code;
- Memorandum of understanding as they apply to subordinate personnel;
- City personnel rules, policies and regulations;
- Glues, cements, adhesives, and resins used in fiberglass work;
- First aid practices.

**A working knowledge of:**

- Practices, methods, processes, and materials used in rough, finish, and heavy timber carpentry;
- Construction, assembly, and setting of forms for concrete;
- Other building trades as related to carpentry;
- Locks, panic door exit devices, and office and building hardware.

**Ability to:**

- Read, interpret, and work from plans, sketches, drawings, and blueprints;
- Performs arithmetical calculations as related to carpentry work;
- Plan, supervise, and review the work of a group of Carpenters, helpers, Ship Carpenters, and other employees;
- Coordinate the work of subordinates with that of other building trades personnel;
- Order and issue material, and to prepare time, work, and material reports.

**Requirements:** Four years of journey-level experience as a carpenter or cabinetmaker is required.

**License:** A valid California driver's license and a good driving record may be required.

**Physical Requirements:** Strength to perform average lifting of up to 15 pounds and

occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**