

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/19/87

SENIOR CARPENTER, 3345

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: 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.

Example of Duties:

- 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 fiberboard, 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 recast concrete structures;
- May supervise and work with a small group of helpers;

- 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;
- Assures that materials are furnished to employees in the crew;
- Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Practices, methods, processes, and materials used in rough, finish, and heavy timber carpentry;
- Construction, assembly, and setting of forms for concrete;
- 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;
- Industrial Safety Orders pertaining to the erection and use of scaffolding.

A general knowledge of:

- Los Angeles City Building Code;
- Standard practices, processes, materials, tools, and equipment used in cabinet making;
- Supervisory principles and practices;
- Preparation of cost and materials estimates, lists, and reports;
- City personnel rules, policies and regulations;
- Safety precautions required in a general woodworking shop;
- Safety principles and practices;
- Glues, cements, adhesives, and resins used in fiber glass work.

A working knowledge of:

- Other building trades as related to carpentry;
- Locks, panic door exit devices, and office and building hardware;
- First aid practices.

Ability to:

- Read, interpret, and work from plans, sketches, drawings, and blueprints;
- Performs arithmetical calculations as related to carpentry work;
- Coordinate work with that of other craft personnel and helpers on the same job;
- 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: Two 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 up to 35 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as 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.

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.