

**CLASS SPECIFICATION**

1/13/2022

SENIOR CARPENTER, 3345

Summary of Duties: A Senior Carpenter acts as a lead for and works with a crew of Carpenters and other employees doing skilled rough and finish carpentry in building and repairing wood structures and articles; is responsible for tracking projects to ensure that the work proceeds in a proper manner; and does related work.

Class Characteristics: 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. Additionally, a Senior Carpenter interprets plans for subordinates and prepares detailed sketches of carpentry work.

Example of Duties:

- 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;
- Uses hand and power tools to lay out, cut, fit, and join rough and finish lumber in the construction or repair of 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 drywall;
- 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;
- Fulfills supervisory Equal Employment Opportunity responsibilities;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

Two years of full-time paid experience as a journey-level carpenter or cabinet maker.

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

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. Such accommodation will be evaluated on a case by case 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 indicated 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 and responsibilities of any position shall be.