

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/19/87

CARPENTER SUPERVISOR, 3346

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 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 for each assigned job, assuring that required items are in stock or requisitioned, and estimating the number of personnel required on the job.

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:

- 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;
- Ensures that safe working conditions exists;
- May be occasionally 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;
- Standard practices, processes, materials, tools, and equipment used in cabinet making;
- Industrial Safety Orders pertaining to the erection and use of scaffolding;
- Supervisory principles and practices;
- Preparation of cost and materials estimates, lists, and reports;
- 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;
- Safety precautions required in a general woodworking shop;
- Glues, cements, adhesives, and resins used in fiberglass 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;
- 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.