

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

4/12/07

**CARPENTRY TECHNICAL ADVISOR, 3355**

**Summary of Duties:** Develops and recommends the establishment and maintenance of quality and material standards for new door, lock, window, insulation, ceiling and flooring systems with an emphasis on safety and energy conservation and for the maintenance of existing systems; provides technical advice required during new construction, including review of shop drawings and preparation of change orders, and in the trouble-shooting of maintenance or operating problems in the above systems; provides technical advice on the purchase of maintenance materials, development of operating methods, and the resolution of field problems; provides scope of work, estimates, and directs and coordinates contract vendors for Capital Improvement Expenditure Program (CIEP) and Alteration & Improvement (A&I) projects; and does related work.

**Distinguishing Features:** Carpentry Technical Advisors are responsible for ensuring carpentry features of building projects conform to quality and material standards and specifications of the Department of General Services or the Department of Public Works. They work out solutions and make recommendations to department personnel and contractors concerning the most feasible and economical methods of conforming to or maintaining required standards. Technical Advisors review the work of contract vendors and craft personnel. Their concern is with conformance to the specifications and standards of the Department of General Services or the Department of Public Works, especially as these relate to the maintenance of affected systems and energy conservation.

**Example of Duties:**

- Collects information and develops and recommends standards for purchase, repair, and maintenance of doors, windows, skylights, roof hatches, flooring and ceiling systems, casework, and related equipment and materials;
- Meets with manufacturers representatives, interviews maintenance personnel, and reviews maintenance records to obtain cost analysis information;
- Develops specifications, maintenance, and installation standards for equipment, materials, and hardware to include in request for proposal (RFP) for service contracts;
- Reviews plans and specifications for new construction or alterations to existing facilities to assure the maintenance of materials and installation standards, and to correct obvious maintenance problems;
- Develops and reviews requisitions for the purchase of maintenance materials and equipment;
- Makes field investigations and recommends solutions to issues relative to the installation or maintenance of related equipment in public buildings;
- Makes field inspections of work in progress and completed work;

- Interprets plans, explains special requirements, and makes supplementary sketches for contractors and/or supervisory craft personnel;
- Reviews shop drawings;
- Prepares change orders, reviews parts and equipment inventories and recommends continuance or discontinuance of items;
- Confers with Department maintenance superintendents and craft supervisors relative to maintenance problems;
- Recommends revisions of standards and/or specifications for materials, quality and preventive maintenance;
- Confers with Department engineers in evaluating proper design to establish desired operational functions of building systems and related equipment;
- Develops Capital Improvement Expenditure Program projects scope of work and specifications, conducts bidder job-walks, coordinates work of winning bidder with site staff, reviews work for compliance to specifications, approves work, creates and receives contract purchase orders for payment and maintains project documentation files;
- Develops scope of work and specifications for Alteration and Improvement projects; creates labor, materials purchase orders, receives purchase orders upon completion of project, directs work of contract vendors and coordinates the work of City personnel with supervisors and customer departments;
- Utilizes computer programs such as RS Means cost estimating, Word, Excel and GroupWise to organize and prepare written assignments;
- Arranges site access and vehicle parking;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

## **Qualifications**

### **Knowledge of:**

- Principles and practices involved in installing, maintaining, and repairing doors, windows, flooring, ceiling, systems in public buildings;
- Methods and practices of inspecting carpentry, concrete glazing and related specialty contractors work in the construction of large commercial, industrial, and office buildings for conformance to plans, specifications, and safe practice;
- Laws and ordinances governing the installation and maintenance of framing, doors, and window equipment in the City of Los Angeles;
- Fundamentals of construction engineering as applied to carpentry, door, flooring, ceiling and glazing systems for buildings;
- City personnel rules, policies and procedures;
- Laws and regulations regulated as equal employment opportunity;
- Memoranda of Understanding as they apply to subordinate personnel.

### **Ability to:**

- Interpret rough and finish carpentry, concrete, structural and partition framing drawings and specifications pertaining to building systems;
- Prepare layout drawings for the installation, alteration, and improvement of concrete, glazing and carpentry related systems in City buildings;

- Recommend needed changes, additions, and improvements in ceilings, flooring, framing, doors, windows, hardware and other finish carpentry;
- Work effectively with other City employees, vendors and private contractors;
- Prepare and present written and oral reports.

**Requirements:** Three years of full-time paid journey-level experience in installing, maintaining, or inspecting rough and finish carpentry in buildings at the level of Senior Carpenter or;

Three years of full-time paid experience as a Building Inspector with the City of Los Angeles.

**License:** A valid California driver's license is required.

**Physical Requirements:** Strength to perform average lifting 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.**