

CARPENTER SUPERVISOR

KIND OF WORK

Supervisory and skilled carpentry work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class supervises skilled carpenters, laborers, and other maintenance employees in the construction, maintenance, and repair of buildings, wooden structures, furniture and fixtures. Performs related work as required.

This classification differs from the Carpenter, Lead and Carpenter because it exercises full supervisory authority over the subordinate skilled carpenters, labor and maintenance employees. Supervisory responsibilities performed by an employee in this class include: directing, assigning, and controlling work flow; effectively recommending hiring and disciplinary action; writing and revising position descriptions; conducting training and performance evaluations; etc.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, organizes, and directs the work activities of subordinate staff to attain the assigned work goals of the carpentry shop by approving and prioritizing construction, maintenance and repair projects; by estimating and budgeting for material and labor costs; by ensuring that carpentry and safety standards, procedures and techniques are followed by subordinate staff; by coordinating carpentry projects with other skilled crafts.

Exercises supervisory authority to equitably administer labor agreements and ensure that carpentry staff will effectively perform assigned job duties by directing the work of other subordinate employees; by assigning and controlling the flow of work; by writing and revising position descriptions; by training; by recommending hiring and disciplinary actions; and by conducting performance evaluations.

Monitors and reports on the work activities of skilled carpenters, lesser-skilled laborers, other maintenance employees, correctional facility inmates, and regional center residents to ensure the timely completion of carpentry projects by determining the most efficient work procedures and techniques; by instructing others on the appropriate use of equipment and carpentry techniques; by inspecting the quality of work performed by others; and by recording hours worked, materials and equipment used.

Reviews construction, remodeling and repair project plans, blueprints, and specifications to understand the scope of the project and to recommend changes by reading and interpreting the plans, blueprints and specifications; by researching the plans and specifications of previously completed building projects; by approving the final details of the project.

Completes cost estimates for time, labor, and materials to prioritize, budget, and schedule construction and remodeling and repair projects by determining the quantity and quality of lumber and other materials necessary to complete the project; by selecting the best work procedures; by determining equipment and labor requirements; and by requisitioning the necessary supplies and equipment.

Builds, alters, and repairs buildings and wooden structures, scaffolding, roofs, etc., to improve and maintain their physical condition and appearance by reading and interpreting construction plans, blueprints, and specifications; by requisitioning and selecting the necessary equipment and materials; by following standard construction practices of the carpentry trade; by operating hand and power carpentry tools, and by complying with all safety procedures.

Builds, repairs, and installs floors, window and door frames, interior trim, furniture, etc., to complete skilled finish carpentry and benchwork projects by reading and interpreting plans, specifications, and installation instructions; by requisitioning and selecting the necessary equipment and materials; by following standard practices of the carpentry trade; by operating hand and power carpentry tools; and by complying with all safety procedures.

Maintains carpentry hand and power tools to ensure their safe and efficient operation by inspecting the equipment daily and weekly; by replacing worn parts; by sharpening blades and edges of hand and power tools; by repairing or arranging for the repair of damaged or broken equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures, and labor contracts sufficient to interview and select staff affirmatively; assign, schedule, direct, evaluate work performance, and discipline subordinate staff.

Construction plans, blueprints and specifications sufficient to draft, interpret, modify and follow them to complete new construction, remodeling, and other carpentry projects; sufficient to advise other skilled carpenters on more effective techniques and work procedures to complete carpentry projects.

Rough and finish carpentry practices and techniques including inspection of lumber for grade and quality sufficient to build, remodel, repair and maintain State of Minnesota buildings, structures, furniture, etc.

Construction and equipment safety standards and procedures sufficient to prevent injuries to self and lesser-skilled employees.

Shop math sufficient to estimate labor and material cost for planned projects.

Skill in:

The operation of hand and power carpentry related tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, fixtures, etc.

Ability to:

Supervise and motivate carpentry project employees sufficient to direct them toward the timely completion of assigned projects.

Maintain and repair hand and power tools sufficient to ensure their availability and safe operation for carpentry projects.

Instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents sufficient to train and direct them during the length of the project.

Complete construction projects' records of time, labor and materials sufficient to report daily, weekly, and monthly progress of the carpentry project.

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Ckd.: 03/78
Rev.: 01/47
01/60
11/77
08/91

TC: 04/84
Former Title(s):
Carpenter Foreman