DEFINITION:

Supervise and do skilled journeyman-level work in the carpentry trade; to assist in the functional supervision of the maintenance, remodeling, and repair of buildings; and to do other work as required.

JOB CHARACTERISTICS

Incumbents are assigned to supervise work primarily in the trade in which they have major skills; however, they may be required to help with other work as needed. They are expected to train and supervise apprentices as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Supervises workers on field projects in the carpentry field.
2. Performs skilled journeyman-level work in the carpentry trades.
3. Assists in estimating costs of repair projects in terms of labor and material needed.
4. Assigns carpenters and helpers to maintenance work and may lay out and inspect their work.
5. May report on preventive maintenance needed.
6. Prepares related documentation and reviews time sheets.
7. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:  1. Standard methods, materials, and equipment used in the carpentry trade.

Ability to:   1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Demonstrate journeyman-level skill in the carpentry trade.
5. Interpret and work from plans and specifications.
6. Assist, supervise, and inspect the work of skilled maintenance personnel.
Experience: 1. Four years of experience as a journeyman in carpentry trade. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

Education: 1. Equivalent to completion of the eighth grade.

Certification: 1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Date Approved: March 1993
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