



Carpenter Series

Classification Title	Class Codes	Date Established	Date Revised
Carpenter	6476	1931	09-03-03
Lead Carpenter	6475	12-19-58	09-03-03
Supervising Carpenter	6474	10-01-71	09-03-03

OVERVIEW:

Carpenters as defined in this series are journey-level skilled trades workers responsible for the full range of rough and finished skilled carpentry work. Incumbents work from blueprints, specifications, drawings and instructions to build, remodel, maintain and repair various types of facilities, buildings, offices, classrooms, restrooms, sheds, scaffolds, forms, frames, fences and other structures; install, build and repair internal and external structures; install and repair dry wall, ceiling and floor tiles, and roofs; make cabinets, counters, shelves, benches, partitions, floors, and door and window frames; hang doors and install windows; assist in making concrete molds and structures; make rough sketches of repair work; may install and repair modular furniture; advise in the selection and storage of building materials; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors; estimate cost, time and materials for carpentry projects; participate in the maintenance and operations of a carpentry shop; clean, maintain and service tools and equipment used in the performance of duties; perform all work in accordance with established safety procedures; maintain a safe and clean work environment; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; and consult and work with other trades workers. Work may involve exposure to hazardous materials such as lead and asbestos.

Three progressive classifications are defined within this series, each performing the full range of skilled carpentry work; however, the supervisory, project planning and coordination responsibilities vary depending on the classification. Examples of typical activities are not meant to be all inclusive or restrictive; incumbents may perform related work activities.

CARPENTER

Under general supervision, incumbents in this classification perform the full range of skilled journey-level carpentry and related work as outlined in the series overview. Incumbents in this classification also may provide instruction and lead direction to unskilled and semi-skilled assistants.

TYPICAL QUALIFICATIONS:

Knowledge: Work requires thorough knowledge of methods, materials, tools and equipment used in both rough and finished carpentry; various types and grades of lumber; hand and power carpentry tools; and applicable state safety codes and regulations pertaining to the carpentry trade, including the Safety Orders of the Division of Industrial Safety for the State of California and California State Building Codes.

Abilities: Must be able to build, install and repair structural woodwork, flooring, ceilings and cabinetry; operate and maintain hand and power carpentry tools; read, interpret and work from blueprints, plans, drawings and specifications; recognize and select appropriate lumber types and grades; make rough sketches; estimate the cost, time and materials of carpentry projects; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; provide instruction to unskilled and semi-skilled assistants; analyze and respond appropriately to emergency situations; read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position. Incumbents may be required to possess a California Driver's License valid for the operation of any vehicle or equipment they are required to maintain and operate.

Experience: These abilities normally would be acquired through any combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through the completion of a carpenter's apprenticeship program

LEAD CARPENTER

Under general supervision, the Lead Carpenter works with and is in charge of a small group or crew of skilled Carpenters and semi-skilled assistants involved in completing the work outlined in the series overview. The work of the Lead Carpenter is distinguished from the Carpenter by the additional responsibilities of providing lead work direction to several journey-level crafts workers and semi-skilled assistants, laying out and coordinating the work flow for jobs, and preparing materials lists and ordering supplies for jobs. Unlike the Supervising Carpenter, the Lead Carpenter spends the majority of time working as a skilled carpenter but has ancillary lead work and project planning responsibilities.

Incumbents typically lay out, direct and assist with the full range of skilled carpentry work as outlined in the series overview; supervise, instruct and work with a small group or crew of Carpenters and assistants; instruct others in safety rules and ensure that rules are observed; select and prepare lists of materials for jobs; maintain stock materials in the warehouse; inspect carpentry work to ensure it meets quality requirements and specifications; maintain manual and/or computerized work records and maintenance management systems; prepare manual and/or computerized reports; and may supervise the maintenance of a carpentry shop. On specific projects, may coordinate the work of other skilled crafts workers.

TYPICAL QUALIFICATIONS:

Knowledge: In addition to the knowledge required of the Carpenter, the Lead Carpenter must possess a working knowledge of effective supervisory practices and techniques.

Abilities: In addition to the abilities required of the Carpenter, the Lead Carpenter must be able to lead, instruct and coordinate the work of a small group or crew of skilled and semi-skilled workers; accurately estimate costs, supplies and materials needed for jobs; prepare lists of materials; ensure work is performed in sequence; maintain records; and prepare more complex reports.

Experience: In addition to the experience required of the Carpenter, the abilities of a Lead Carpenter normally would be acquired through one to two years of experience as a journey-level carpenter that included work coordination responsibilities.

SUPERVISING CARPENTER

Under general supervision, the Supervising Carpenter primarily is responsible for supervising and working with one or more groups or crews of skilled journey-level carpenters and semi-skilled assistants in the performance of general carpentry maintenance work and/or new construction and major remodeling projects as outlined in the series overview. The Supervising Carpenter is distinguished from the Lead Carpenter by the scope of supervisory, project planning and coordination duties and the greater amount of time devoted to these activities.

Incumbents typically prioritize and coordinate the work of multiple crews or projects; assign work to qualified crew members; provide work and safety instructions; provide on-the-job training and instructions to less skilled workers in trade and safety practices; provide input on performance evaluations; monitor work in progress; inspect completed work to ensure it is in compliance with specifications, special instructions and sound trade practices; maintain and develop manual and/or computerized record-keeping and/or maintenance management systems; prepare reports; and oversee a carpentry shop.

Work on new construction and remodels requires: collaborating with engineering and design departments; interpreting complicated plans and drawings; coordinating work schedules and work assignments to meet the overall construction/modification objectives; sequencing of work; ensuring the availability of required materials and equipment; analyzing operations; preparing cost and time estimates; and providing a high level of inspection to ensure appropriate building and safety codes are met. Incumbents also may design minor tenant improvements and coordinate and supervise the work of related trades workers on specific projects.

TYPICAL QUALIFICATIONS:

Knowledge: In addition to the knowledge required of the Lead Carpenter, the Supervising Carpenter must possess a more thorough knowledge of effective supervisory practices and techniques and a working knowledge of job design and work sequencing related to construction projects.

Abilities: In addition to the abilities required of the Lead Carpenter, the Supervising Carpenter must be able to plan and direct the work of skilled crafts workers and their semi-skilled assistants; determine and coordinate staffing, material and equipment needs for multiple jobs and projects; and ensure accuracy and maintenance of assigned record-keeping systems. Incumbents also must be skilled in carpentry design.

Experience: In addition to the experience required of the Lead Carpenter, the abilities of the Supervising Carpenter normally would be acquired through two or more years of experience as a journey-level carpenter, including one to two years in a lead/supervisory capacity.