



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CARPENTER SUPERVISOR

DEFINITION: Under direction, plans and supervises the activities of journeymen and helpers engaged in maintenance carpentry and/or cabinet-making and other shop work and performs skilled carpentry work.

EXAMPLES OF DUTIES:

- Reviews plans and specifications, estimates costs, orders materials and supplies, plans and schedules work;
- Assigns, supervises and coordinates the work of crews or shop personnel engaged in the construction and repair of buildings and structures or the construction, repair and installation of cabinets, counters, furniture and partitions;
- Supervises the installation or replacement of floor, ceiling or roof coverings;
- Sets work standards and inspects work in progress and upon completion;
- Enforces safety regulations;
- Selects, trains and evaluates subordinates;
- Makes activity reports and keeps job cost and other records;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years experience after permanent appointment as a City of Long Beach Carpenter.

A satisfactory annual efficiency rating and a valid California driver's license.

DESIRABLE QUALIFICATIONS:

A thorough knowledge of the practices, methods, processes, and materials used in rough, finish and heavy timber carpentry; a thorough knowledge of the construction, assembly, and setting of forms for placing concrete; a thorough knowledge of the use and safe operation of the common hand and power tools and machines of the trade; a thorough knowledge of the qualities, characteristics, grades, and uses of various woods, plywoods, and similar materials; a good knowledge of the Industrial Safety Orders of the California Division of Industrial Safety pertaining to the erection and use of scaffolding; a working knowledge of other building trades as related to carpentry; a working knowledge of supervisory principles and practices; a general knowledge of the preparation of cost and materials estimates, lists and reports; and the ability to plan, coordinate, supervise and evaluate the work of other employees; a knowledge of pertinent city rules, regulations and ordinances.

HISTORY:

Approval/Adoption Dates: 11/29/72