



CLASS SPECIFICATION

Class Code: 8127
Date Est: 2/90
Last Rev: 3/2001
Last Title Chg:
FLSA: Exempt

CARPENTER SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates, and supervises the functions and activities of the Carpentry shop; performs the most complex carpentry projects requiring the highest level of skill; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of progressively responsible work experience in skilled carpentry work; OR completion of a recognized apprenticeship in carpentry and two years of progressively responsible work experience in skilled carpentry work; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

This is a full supervisory classification for directing the work of the Carpentry Shop. The incumbent also performs the most complex carpentry projects.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise, and direct the functions and activities of the Carpentry Shop.

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Confer with other department staff on carpentry projects.

Develop cost estimates for projects, draft specifications for materials, and contact vendors to place orders for required supplies and materials.

Compile data for monthly/annual reports on materials usage, project costs, and staff hours for future budget projections.

Perform the most intricate carpentry projects, including repairing and restoring antique furniture and woodwork.

Read and interpret blueprints and prepare sketches for planned projects.

Handle special problems and assist with the most complex repairs.

Schedule staff assignments and projects.

Consult with County departments to establish repair priorities.

Conduct inspections, review work-in-progress, and ensure proper completion of projects.

Conduct pre-bid contractor walk through, delineating job requirements and evaluating contractor proposals for feasibility, accuracy, and specification compliance.

Perform interim and final inspections of contracted construction and maintenance projects, and approve vendor payments, ensuring that jobs are completed in a timely, cost efficient, and quality manner.

Negotiate and ensure compliance with contract terms and conditions, serving as a liaison between contractor and county user departments to investigate concerns, solve problems, and ensure the quality of services provided for construction and repair projects.

Manage the carpenter services budget totaling over \$360,000; approving equipment, supplies, and other expenditures with allocated funds.

Conduct scheduled annual preventive maintenance inspections of all roofs, and periodic inspections of buildings to identify maintenance problems, and develop a plan of action to correct deficiencies. The county has 270 buildings.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, policies, and procedures of the Department.

Washoe County purchasing procedures, local vendors, and materials pricing.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, and EEO.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Materials, methods, equipment, and restrictions of historical buildings preservation and restorations.

Comprehensive knowledge of methods, materials, and equipment used in skilled carpentry work.

Building codes and regulations covering carpentry work.

Work safety methods and procedures.

Principles of supervision, training, and employee evaluation.

Ability to:

Perform a variety of the more difficult skilled carpentry work.

Read, interpret, and work from plans, drawings, and specifications.

Prepare rough sketches for planned projects.

Develop cost estimates and plan projects.

Skillfully use the tools and equipment of the carpentry trade.

Schedule work for maintenance and repair projects.

Maintain records and prepare reports.

Read and comprehend technical manuals.

Maintain cooperative relationships with other staff.

Effectively represent the Department with vendors and other County staff.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, dirt, grease, and construction materials.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001