

CARPENTER LEADER

NATURE OF WORK IN THIS CLASS:

Leads a crew and performs skilled work in the construction, maintenance, alteration, and repair of wooden structures, buildings and equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads the work of a carpentry crew; passes on to lower level carpenters the instructions received from supervisor and gets work started; works along with other employees and sets work pace; demonstrates proper work methods and procedures and proper use of tools and equipment; inspects work while in progress and when finished to verify whether the supervisor's instructions on work sequence, procedures, methods and deadlines have been met.

Maintains records such as time charged to various jobs; furnishes information on work progress, production, cost, injuries, and other work matters.

Ensures that needed plans, materials and tools are available.

Explains procedures, policies, written instructions and other directives to subordinates.

Ensures that safety and housekeeping rules are followed.

May participate in painting, plastering, concrete and other building trades work to a limited degree.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, tools and equipment of the carpentry trade.

Knowledge of shop mathematics.

Ability to lead the work of others.

Ability to read, interpret and work from sketches, layouts and blue-prints.

Ability to follow and provide oral and written instructions.

Ability to make cost estimates of time and materials.

Ability to work from high ladders and scaffolds.

Ability to apply and enforce safe work practices on the job.

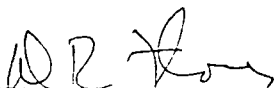
Skill in the carpentry trade.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of experience in the construction, maintenance and repair of wooden structures, buildings and equipment, including one year at the skilled level; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission