

CARPENTER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Last Action</u>	<u>Effective Date</u>
0683	Carpenter	14	023	6 mo.	Revised	4/15/2007
1852	Carpenter Sub-Foreman	14	023	6 mo.	Revised	4/15/2007
1604	Carpenter Foreman	14	023	6 mo.	Revised	4/15/2007
1605	Carpenter General Foreman	14	023	6 mo.	Revised	4/15/2007

Promotional Line: 31

Series Narrative

Employees in this series perform duties requiring skill in the trade of carpenter.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Carpenter **0683**

Employees at this level perform work-requiring skill in the trade of carpenter. They work under direct supervision from a designated supervisor.

A Carpenter typically –

1. performs all duties peculiar to and normally required in the trade of carpenter, following recognized procedures and techniques for such work

Level II: Carpenter Sub-Foreman **1852**

Employees at this level direct and/or lead and assign work to carpenters and other assigned personnel. They work under direct supervision from a Carpenter Foreman.

A Carpenter Sub-Foreman typically –

1. assists in the direction of work in a wood shop or on general maintenance
2. performs all duties peculiar to and normally required in the trade of carpenter, following recognized procedures and techniques for such work
3. checks jobs for materials and equipment
4. acts for the foreman during absences
5. approves time cards
6. performs other related duties as assigned

Level III: Carpenter Foreman **1604**

Employees at this level supervise the work of carpenters and other assigned personnel. They work under general supervision from a designated supervisor.

A Carpenter Foreman typically –

1. directs and supervises the work of carpenters and other assigned personnel
2. checks safety devices for employees working on scaffolds
3. directs and supervises the work in the wood shop
4. acts as custodian of tools, equipment, and material used on the job
5. checks time cards and materials
6. performs all duties peculiar to and normally required in the trade of carpenter, following recognized procedures and techniques for such work
7. directs and supervises flooring installation and sanding
8. performs other related duties as assigned

Level IV: Carpenter General Foreman

1605

Employees at this level are responsible for the general supervision of the work of Carpenters and other assigned personnel. They work under the supervision of a supervisor who has been assigned overall responsibility for carpentry work.

A Carpenter General Foreman typically –

1. plans and organizes carpentry and related work performed by Carpenters and other assigned personnel
2. directs the works of Carpenters and other assigned personnel, either in person or through intermediate supervisors
3. coordinates, directly or through intermediate supervisor, carpentry and related work performed by Carpenters or other assigned personnel, other related classes, outside vendors and contractors
4. is familiar with and directs work required in compliance with prevailing codes and with current procedures and techniques in carpentry trade
5. is responsible for the safekeeping of tools, equipment and materials on jobs; exercises control of time spent on jobs, materials ordered and/or consumed, and the timely receipt of materials; estimates costs and maintains records of work performed
6. supervises, directly or through intermediate supervisors, employees performing carpentry work
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Carpenter****0683**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Certificate of completion of apprenticeship as a Carpenter under a registered Bureau of Apprenticeship and Training program
- (B) Experience sufficient to qualify as a journeyman Carpenter, with a minimum of four (4) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training. *The trade for this purpose shall include work normally performed by Carpenters, Lathers, Millwrights, Piledrivers, Millworkers, Floor Layers, and any other classifications encompassed within the scope of work included in these trade categories.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment

Level II: Carpenter Sub-Foreman**1852**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of training/experience requirements listed for the Carpenter
2. Three (3) additional years of actual work at the trade.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment
2. Supervisory ability
3. Clerical ability

Level III: Carpenter Foreman**1604**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of training/experience requirements listed for the Carpenter
2. Five (5) additional years of actual work at the trade.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment
2. Supervisory ability
3. Clerical ability

Level IV: Carpenter General Foreman**1605****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Experience sufficient to qualify as a journeyman Carpenter with a minimum of ten (10) years of experience in the trade, including apprentice or vocational training.
2. Two (2) years of supervisory work experience as a Carpenter Foreman

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment
2. Supervisory ability