

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **CARPENTER SUPERVISOR - 1290**

##### **DEFINITION:**

Under direction, to plan and supervise the work of skilled carpenters and other staff engaged in general carpentry work; and to perform related work.

##### **\* EXAMPLES DUTIES:**

- Assigns, supervises, and participates in the work of carpenters, apprentices, helpers, and others in performing skilled carpentry work, such as constructing forms, building frames, stairways, shelves, and cabinets;
- Erects, repairs, and maintains frame buildings and structures; erects walls and roofs;
- Installs, repairs, and maintains window frames, sashes, door frames, doors, and screens;
- Repairs and maintains furniture and cabinets; installs partitions and applies floor coverings and wall boards;
- Reviews plans and specifications and prepares blueprints and sketches of carpentry work to be done;
- Operates power saws, jointers, shapers, and other power and hand tools;
- Inspects work of subordinates and contractors;
- Estimates costs;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited four-year Carpenter Apprenticeship Program, **AND** two years of experience in all phases of work as a journey-level Carpenter; **OR** six years of full-time experience in all phases of work as a journey-level Carpenter. Qualifying experience must include three of the following functions: (1) shop and mill work; (2) interior finish work; (3) exterior covering and finish work; or (4) foundation form construction and framing work. At least two years of qualifying experience must be in commercial and/or industrial carpentry. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, OR test of Supervisory Ability (TSA) for City of San Diego employees.