

AREA CARPENTRY SUPERVISOR

DEFINITION

Oversees the overall carpentry operations in a designated Maintenance and Operations area. Supervises, assigns, inspects, and evaluates the work of the assigned staff, provides technical work direction to site-based staff, and monitors, inspects, and reviews work performed by contractors.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Monitors the fiscal management of the unit.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, procedures, and policies.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements.

Investigates accidents and develops and implements corrective and preventative measures.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy and applicable laws and regulations.

Enters work order and requisition data utilizing computer systems.

Communicates effectively with District staff, consultants, and the public using District communication applications.

May act in place of a higher-level supervisor or manager in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of contractors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An area craft supervisor oversees the overall craft operations in a designated Maintenance and Operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated Maintenance and Operations area.

A senior craft person assists a supervisor in overseeing the overall respective operations in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from an Area Facilities Services Director or a designated supervisor or manager. Technical direction is received from a Carpentry Technical Supervisor. Supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, County, State, Federal and other codes, laws, and ordinances pertinent to carpentry, plastering, and concrete work
- Practices, processes, materials, and tools used in construction by carpenters, plasterers, and concrete finishers
- Form work, rough framing, roof framing, construction of stairs, finish carpentry, cabinet work, drywall installation, interior plastering, exterior plastering, block wall construction, and concrete finishing
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers or other peripheral equipment
- Recognize, analyze, and deal effectively with problems and issues
- Estimate costs of materials and labor

- Communicate effectively, both orally and in writing
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Supervise, coordinate, train, and evaluate the work of direct and nondirect reporting personnel
- Maintain confidentiality

Special Physical Requirements:

- Manual dexterity and strength to use tools of the trade
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by adult school or college-level courses in supervision or successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I.

Experience:

Four years of experience as a Carpenter at the journey-level or higher, including one year of experience in estimating, scheduling, and generating performance contracts using the District's Maintenance and Operations asset management system.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A Facilities Planner Program certificate is required by completion of the probationary period.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JM