

CARPENTRY TECHNICAL SUPERVISOR

DEFINITION

Provides technical supervision over carpentry and related craft operations of the District, including control of specifications, procedures, scheduling, and new products and equipment evaluations.

TYPICAL DUTIES

- Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers, regarding the fabrication, installation and maintenance of carpentry work, including mill and cabinet work, bungalow moving, demolition, and plastering and concrete finishing.
- Establishes, directs, and participates in the development and maintenance of quality standards for procedures, tools, materials, and equipment used for carpentry work and related crafts.
- Supervises and participates in the development of task standards, job specifications, work drawings, and guides for work methods and procedures.
- Insures adherence to established standards by inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective action required.
- Monitors deferred maintenance projects by establishing long-range priorities and adjusting schedules as required, determining the unit to prepare designs, maintaining status records, coordinating projects with construction units, and maintaining expenditure records.
- Devises and conducts tests of material, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, and District specifications.
- Confers with governmental and District personnel in matters relating to fire, safety, environmental, structural, and other design requirements.
- Coordinates and assists in planning, scheduling, and selecting equipment and materials for installation or renovation projects with school personnel, sales representatives, and government officials.
- Reviews contracts and District designs for carpentry and associated crafts for conformance with approved standards and specifications.
- Prepares cost estimates for projects.
- Assists in the preparation of the annual maintenance budget for regular and deferred maintenance projects.
- Approves requisitions for stock and nonstock materials and reviews low-value purchase orders for compliance with established standards.
- Arranges and conducts in-service training programs relating to carpentry work for craft supervisors, craftsmen, and inspectors.
- Provides information to current and potential contractors, community representatives, vendors, and the public concerning District standards and specifications for carpentry-related materials and installation.
- Analyzes problem situations and develops solutions by adapting techniques and materials.
- Reviews periodicals for information of new products and methods and evaluates new products for efficiency and practicality.
- Assesses and makes recommendations for craft-related facility component life cycle replacements.

- Develops craft-related preventative maintenance programs for facility components.
- Investigates carpentry problems and acts as technical expert in cases and hearings.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Carpentry Technical Supervisor is responsible for the technical direction over carpentry work and related craft personnel and determines and controls standards and specifications of equipment, material, and workmanship for carpentry work performed by contractors and District personnel.

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 local district maintenance and operations area.

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.

SUPERVISION

General direction is received from an Area Facilities Services Director or a designated supervisor or manager. General supervision is exercised over Senior Carpenters. Technical supervision is exercised over District procedures, standards, methods, and materials related to carpentry, plastering and concrete finishing, and mill and cabinet work.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices related to the design, fabrication, installation and maintenance of carpentry work, plastering, cement finishing mill work, and cabinet making
- Testing and inspection methods for carpentry work and equipment
- Vendors, materials, and services provided in the carpentry work field
- Terminology and conditions used in contracts and specifications
- City, County, State, federal, and other codes pertinent to the carpentry industry
- Fire and safety regulations pertinent to the construction industry
- Methods and procedures used in planning and estimating job projects
- Pertinent provisions of labor contracts
- Principles of supervision
- Principles of organization and personnel management
- Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

- Plan and organize carpentry fabrication, installation, and maintenance
- Develop techniques for defining job and project costs
- Estimate cost of labor and materials
- Read, interpret, and prepare preliminary drafts of blueprints, plans, specifications and drawings
- Write clear and concise instructions and reports
- Compile and analyze data from surveys, studies, and inventories
- Recognize, analyze, and deal effectively with problems and issues
- Work effectively with administrators, District personnel, government authorities, and the public
- Communicate effectively, both orally and in writing
- Enter and retrieve data using computers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and two adult school or college-level courses in supervision, business management, personnel management, construction technology or craft-related subjects. Successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I may be substituted for the required courses.

Experience:

Five years of journey-level experience in carpentry or mill and cabinet work, including two years of supervisory experience or two years of experience as a Los Angeles Unified School District Senior Carpenter.

Special:

A Facilities Planner Program Certificate is required by completion of the probationary period.
A valid California Driver License.
Use of an automobile.

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.

Revised
11-16-15
AN