

TENTATIVE

Occ. Code 7120200

TRADES SUPERVISOR (CARPENTER), GRADE 14

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Supervisors (Carpenter) supervise carpenters and other workers engaged in the construction and repair of structures and other wood items. Incumbents are working supervisors and may perform any task in the carpenter trade. Such activities are covered in the Classification Standard for Trades Specialist (Carpenter), Occ. Code 7120100.

DISTINGUISHING CHARACTERISTICS

A Trades Supervisor (Carpenter) is a working supervisor of skilled journey-level carpenters and semiskilled and unskilled positions in the carpentry trade, and occasionally other trades such as Trades Specialist (Locksmith), Trades Specialist (Painter), and Trades Specialist (Mason & Plasterer). Incumbents assign staff to a project, plan and lay out work, provide instruction and assistance and inspect work. All positions are in the non-competitive jurisdictional class.

In State facilities in which the volume of work in a single trade is insufficient to warrant a specialized trade supervisor position, a Maintenance Supervisor 1 supervises positions in various trades at the skilled, semiskilled and unskilled level performing building maintenance work.

RELATED CLASSES

Employees engaged in supervising other building and maintenance trades positions performing specialized activities are classified under a variety of titles such as Trades Supervisor (Electrician), Trades Supervisor (Plumber & Steamfitter), and Trades Supervisor (Mason & Plasterer).

ILLUSTRATIVE DUTIES

A Trades Supervisor (Carpenter) performs the activities and tasks listed in the classification standard for Trades Specialist (Carpenter), Occ. Code 7120100.

In addition, a Trades Supervisor (Carpenter) supervises and plans the work for a subordinate maintenance crew of skilled, semiskilled and unskilled employees.

- Examines blueprints to determine dimensions, material and labor requirements to accomplish project, and orders materials and supplies.

- As required, prepares rough sketches or plans to scale from verbal or written instructions.
- Assigns staff to each project providing verbal instructions, and blueprints or plans.
- Meets with supervisors representing the other trades involved in the project to coordinate activities, and schedules work to be performed to ensure that work continues on schedule.
- Observes and inspects the project while in progress and when completed to ensure the project is completed on schedule and according to plan.
- Inspects work performed by outside contractors to ensure conformance with project specifications.
- Keeps written records of work performed, and accounts for labor and materials used.
- Periodically prepares standard written evaluations of the work performance of subordinates.

INDEPENDENCE OF OPERATION

Trades Supervisors (Carpenter) are supervised by higher level maintenance trades positions such as Maintenance Supervisors 2 or 3 who assign projects and provide blueprints, plans or verbal instructions. Generally, work priorities are prescribed and detailed plans and drawings are provided. However, Trades Supervisors (Carpenter) frequently work from rough sketches or from verbal instructions.

Although the projects under the supervision of a Trades Supervisor (Carpenter) are inspected periodically by the supervisor, incumbents work with considerable independence as is characteristic of the trade.

COMMUNICATION

Trades Supervisor (Carpenter) activities are characterized by frequent verbal communications in assigning work and giving instructions in supervising a subordinate maintenance crew. Verbal communications are also conducted with foremen in other trades working on a project. Written progress reports following a standard format are prepared periodically for the supervisor on the projects under way.

On occasion, the Trades Supervisor (Carpenter) may be expected to verbally communicate with administrators and others to explain the project in terms of what has to be done and when it will be completed. Written and verbal communications with the general public are not typical of this class.

SUPERVISION EXERCISED

Trades Supervisors (Carpenter) supervise a maintenance staff by assigning work, giving instructions and assistance, and observing and inspecting the project to ensure that plans have been followed and schedules met.

MINIMUM QUALIFICATIONS

Non-competitive: one year of experience as a skilled journey-level carpenter subsequent to the completion of apprenticeship or equivalent training and experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.