

SUPERVISING MILL CARPENTER

DEFINITION

Supervises the woodworking mill operations in the District. Supervises, assigns, inspects, and evaluates the work of the assigned staff.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations involving woodworking manufacturing of window frames, doors, cabinets, furniture, bookcases, molding and other mill manufactured items.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors. Prepares correspondence, reports, procedures and policies.

Allocates resources for projects.

Identifies and evaluates equipment, supplies, techniques and systems.

Ensures compliance with procurement procedures.

Directs the fiscal management of the unit.

Plans and coordinates with District personnel in planning and scheduling projects.

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

Evaluates staff performance and implements progressive discipline procedures when needed.

Interprets and applies provisions of collective bargaining agreements.

Investigates accidents and develops and implements corrective and preventative measures.

Acts in place of higher level supervisor in case of absence.

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

Participates or assists in obtaining procurement contracts from private vendors as necessary.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Mill Carpenter manages the woodworking mill operations in the District. Supervises, assigns, inspects, and evaluates the work of the assigned staff.

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

A Senior Mill Carpenter assists the Supervising Mill Carpenter in managing the overall woodworking mill operations in the Central Shops.

SUPERVISION

General supervision is received from a Complex Project Manager. Technical direction is received from the Carpentry Technical Supervisor. Supervision is exercised over lower level employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures
Pertinent employee health and safety laws, regulations, and District policies and procedures
Pertinent provisions of labor contracts
City, County, State and other codes pertinent to mill and cabinet work
Practices, processes, materials and tools used in all phases of mill and cabinet work, and the operation of mill machinery
Methods of cabinet construction, veneering, and gluing
Composition, application, and use of plastics and phenolics
Methods of receiving, storing, and inventorying lumber yard materials
Various types, grades, and use of lumber, wood substitutes, plywood, and adhesives used in mill and cabinet work

Ability to:

Read sketches and interpret blueprints, plans, drawings and specifications
Enter and retrieve information using computers
Recognize, analyze, and deal effectively with problems and issues
Estimate cost of materials and labor
Prepare reports and write clearly, concisely, and convincingly
Speak clearly, concisely, and effectively
Work effectively with District personnel
Work well under pressure of multiple priorities and short deadlines
Supervise, train, and evaluate the work of direct and nondirect reporting personnel
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Maintain confidentiality

Special Physical Requirements:

Ability to stand, walk, bend, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of journey-level millwork or cabinetmaker experience.

Special:

Employment is subject to medical clearance which meets 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 or lead.
A Facilities Planner Training Program Certificate is required by completion of the probationary period.
A valid California Driver License.
Use of an automobile.

The 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 /or 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.

Reestablished, Revised, and Retitled

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