

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CARPENTER SUPERVISOR

**Class Code: 7560
Grade: 58**

CLASS DEFINITION AND SUMMARY:

Under general direction, plans, schedules, supervises, and inspects the work of carpenters.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Surveys, plans, organizes, and directs the work of carpenters and other positions as assigned (i.e., skilled trades assistance and student workers).

Records and maintains a daily log of project activities.

Confers with architects, facility planners and other district staff regarding construction projects.

Inspects sites to determine materials, labor needs, and develops cost estimates for work to be performed.

Prepares diagrams and sketches of work to be done.

Supervises and inspects work in progress and approves work upon completion or disapproves and initiates corrective actions.

Schedules work orders and staff assignments utilizing computerized programs.

Issues random access security codes to staff in order to gain access to school.

Ensures compliance of shop safety practices and procedures.

Coordinates work with school activities and other trades.

Researches equipment and/or material and assists with development of specifications.

Reviews, edits, and submits payroll time cards, SPO's, work requests, etc., for processing.

Communicates with vendors and contractors regarding the order and purchase of equipment and materials.

Builds, repairs, and installs counters, all phases of laminate work, cabinets, bleachers, benches, paneling, insulation, partitions, floors, doors, roof repairs, wood and metal building framework and trim.

Fits and installs doors, doorframes, window frames, cabinet doors and interior and exterior trim.

Hangs structural metal wall systems.

Demolishes walls apparatus and structures for rehab/renovation.

Constructs wooden forms for pouring concrete.

Installs and removes marker boards, tack boards, and chalkboards.

Erects scaffolding and sets up ladders to perform tasks above ground level.

Monitors mechanical inventory and initiates requests for equipment and materials.

Provides input for evaluations of assigned staff.

Responsible for the safe handling and disposal of hazardous materials.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves planning, supervising, scheduling and inspecting the work of carpenters.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of practices and procedures of carpenter trade.

Knowledge of building construction.

Ability to recognize, understand, and interpret local, state, federal, and national codes: such as, UBC, UMC, UPC, NFPA, NEC, ADA regulations, etc.

Ability to read and interpret blueprints and specifications.

Ability to learn to use computers and software applications.

Ability to develop, learn and apply operating, safety, and work procedures.

Ability to meet predetermined deadlines.

Ability to provide cost estimate information.

Ability to read and interpret written and/or oral instructions.

Ability to plan and organize work.

Ability to communicate oral instructions.

Ability to supervise and evaluate employees.

Ability to work flexible hours or shifts.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to work cooperatively with employees, architects, contractors, vendors, and the public.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
Completion of apprenticeship as a carpenter, plus an additional four (4) years experience as a journeyman carpenter; or,
Eight (8) years experience as a journeyman carpenter; or,
Eight (8) years experience as a district carpenter; or,
Eight (8) years experience (district, out-of-district or combination of both) as a carpenter, plus successful completion of a district administered carpenter exam.

NOTE: As part of the selection process, a test for knowledge and skills will be given to all employees/applicants selected for interview.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.
Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.
Apprenticeship and/or journeyman certificate/card, if applicable.

PREFERRED EXPERIENCE:

One (1) year of supervisory experience.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Copy of driving history issued by the Department of Motor Vehicles.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - offices, schools (classrooms, mechanical equipment rooms, cafeterias, restrooms), building rooftops, construction sites, etc.

Strength: Medium/Heavy - exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent stooping, kneeling, crouching, reaching, handling, fingering, feeling, talking, hearing, climbing, and balancing. Vision: frequent near and far acuity, depth perception, focal length change and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Frequent exposure to fumes from paint.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various carpenter's hand tools, power tools, lumber, fiberboard, rulers, pencils, chalk, marking gauges, saws, chisels, planes, nails, dowel pins, glue, telephones, fax machines, district-issued/personal vehicles, radios, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

12/01/87

Revised: (10/30/90; 01/03/95; 10/11/96; 07/15/05; 01/08/06)