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Specification for the Class:

CARPENTER SUPERVISOR II

Duties Summary:

Supervises through a subordinate level of supervision one or more groups of several skilled carpenters in the construction, alteration and repair of structural woodwork and wooden articles; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the second full level supervisory class in the series.

This class differs from that of Carpenter Supervisor I in that the Carpenter Supervisor II supervises through subordinate supervisors a large work force of skilled carpenters and perhaps other workers in a major segment of a building construction and maintenance program or the operation of a large carpentry shop; the Carpenter Supervisor I is the immediate supervisor of a group of skilled carpenters, who plans, lays out and inspects the work of the group on a substantially full-time basis.

Examples of Duties:

Plans, lays out, assigns, reviews and coordinates through subordinate supervisors, the work of crews of carpenters, helpers and others engaged in the construction, maintenance and repair of buildings and other structures; operates a large carpentry shop; inspects buildings and other structures for needed repairs or alterations; determines priority of work to be performed; estimates material, time and labor costs; makes requisitions for needed equipment and supplies; reads and follows blueprints, plans and specifications; keeps time records and prepares reports; initiates and enforces safety precautions.

Minimum Qualification Requirements:

Experience and Training: Ten years of work experience in performing a variety of rough and finished carpentry work of which six years shall have been as a fully competent carpenter and including two years of supervisory work experience which included planning and scheduling the work of other fully competent carpenters, assigning and reviewing their work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the carpentry trade, including safety procedures; the tools, equipment and materials used in the carpentry trade; principles and practices of supervision.

Ability to: Plan, layout, assign and review the work of one or more groups of several skilled carpenters through a subordinate level of supervision; develop a program of preventive maintenance and determine the need for structural woodwork repairs; direct and coordinate the work of others; read and interpret blueprints and sketches; estimate time and materials needed to complete carpentry work; keep records and make reports; understand, give and follow oral and written instructions; and deal effectively with other supervisors in organizing and expediting work.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class CARPENTER SUPERVISOR II by the Department of Education Civil Service system.

DATE APPROVED: JAN 26 2006

EFFECTIVE DATE: JUL - 1 2005



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Office of Human Resources