

**Carpenter Shop Supervisor (3339)
TASK LIST - 2024**

Supervision and Leadership

1. Assigns (verbally and in writing), supervises and inspects the work of Carpenters, Cabinet-makers and other employees involved in cabinet making and installation as well as other finish carpentry tasks.
2. Schedules, notifies, and/or informs other building crafts personnel such as carpenters, plumbers, cabinet-makers, project managers and/or clients, in order to come up with a schedule for various crafts and to complete projects in a timely manner.

Judgement & Decision-making and Communication

3. Determines and assures that required supply materials such as hardwoods, plywoods, hardware (drawer guides, door lock, handles, pulls hinges and butts), adhesives (glues), fasteners, are in stock or available or requisitioned to be available, in order to complete various finish carpentry projects on time.
4. Determines appropriate action to take regarding employee complaints and grievances in order to ensure compliance with the City EEO policies.
5. Conducts investigations and recommends disciplinary action according to MOU and Administrative manuals for subordinate personnel where corrective measures are needed to improve performance or to penalize for infractions of rules and procedures.

Safety and Equipment Operation

6. Trains and instructs employees to ensure the safe and proper setup and operation of power woodworking equipment such as table and panel saws, jointers, shapers, planners, router tables, drum and disc sanders, drill press, and pocket hole machinery.
7. Develops, maintains and records the proper maintenance and care of machinery to ensure all guards are installed, emergency stop/shut off switches, ventilation systems are in good working order, and lighting is adequate to maintain a safe and efficient shop.
8. Estimates the number and qualifications of personnel required to complete a job.
9. Inspects completed jobs by reviewing construction work package, job scopes, blueprints, sketches, job specifications, conducting site visits, job walks, Q & A

sessions with management and clients to ensure compliance with specifications, quality standards, and Building Codes.

10. Conducts job hazard analysis and develops Injury and Illness Prevention Program (IIPP), conducts daily tailgate meetings, ensures employees have proper training, keep safety records, and has all employees review and sign IIPP to comply in accordance with-Cal/OSHA regulations.

Written Communication

11. Researches, writes, and submits recommendations on specifications for the purchase of new shop machines and equipment.
12. Reads reviews and interprets the Construction Work Package(CWP), blueprints and writes requests for construction estimates(RCE), Requests for Construction Services(RCS), Requests For Information (RFI), Field Change Notices(FCN), and Requests for Materials and Services(RMS) forms.
13. Records daily work performed, personnel and equipment on the job with a written Daily Job Log, reviews monthly cost reports to ensure the project is on track and on budget, and reports to management.
14. Develops shop drawings as needed for fabrication of various items, such as cabinets, doors, casework, wall paneling, and molding.