

Carpenter Supervisor

Knowledge, Skill, Ability, and Personal Characteristic Statements

Rating Results

1.	Ability to confirm property boundary lines, location of utilities and physical features to avoid damage and injury and to complete work within boundaries and setbacks.
2.	Ability to interpret and implement technical specifications (e.g., blueprints, drawings, instructions) to adhere to intended project plans and comply with applicable building regulations.
3.	Ability to identify hazardous materials (e.g., asbestos, mold, lead, silica) in the course of completing a project.
4.	Knowledge of construction process and methods used in the installation, maintenance, and repair of structures (e.g., wood and steel framing, concrete work, roofing) and fixtures to accomplish work assignments, and to provide direction/information, training, et cetera.
5.	Knowledge of carpentry process and methods used in the design and fabrication, installation, maintenance, and repair of structures and fixtures (e.g., furniture, cabinets) to accomplish work assignments, and to provide direction/information, training, et cetera.
6.	Knowledge of carpentry materials (e.g., grades, types, and uses of particular types of lumber) used in the installation, maintenance, and repair of structures and fixtures (e.g., wood and metal framework, roofing, woodworking) to accomplish work assignments and to provide direction/information, training, et cetera.
7.	Knowledge of construction materials (e.g., piping, design mix of concrete) used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, metal framework, roofing) to accomplish work assignments and to provide direction/information, training, et cetera.
8.	Ability to follow manufacture instructions and recommendations to install products as directed for projects common to the carpentry trade.
9.	Ability to repair and maintain all facets and assignments common to the carpentry trade.
10.	Knowledge of protocol and safe techniques for demolition to protect the safety of workers.

11.	Ability to perform demolition safely in compliance with Environmental Protection Agency protocols.
12.	Ability to construct items (e.g., walls, doors, windows, furniture, cabinets) according to blue prints, work orders, and sketches.
13.	Ability to alter, repair or remodel materials (e.g., walls, doors, windows, furniture, cabinets) according to blue prints, work orders, and sketches.
14.	Knowledge of materials used in the restoration and repair of various construction related projects.
15.	Ability to perform rough carpentry (e.g., concrete, wood and metal framework, roofing) using hand and power carpentry tools to accomplish work assignments.
16.	Skill in finish carpentry (e.g., cabinetry, mill work, furniture, woodworking) using hand and power carpentry tools to accomplish work assignments.
17.	Knowledge of the qualities, adaptability, and use of various woods and lumber grades and materials.
18.	Ability to measure and mark for alterations (e.g., cutting, fastening) using a variety of tools (e.g., measuring tape, level).
19.	Knowledge of various roof coverings (e.g., shingles, flashings, weather proofing) and applications to repair or install roofs.
20.	Knowledge of site preparation procedures and techniques for various foundations to comply with building codes.
21.	Knowledge of floors (e.g., wood, concrete) and involved components and materials used to comply with building codes.
22.	Knowledge of rough framing (e.g., roof frame systems, floors, walls, ceiling) and involved components and materials used, to comply with building codes.
23.	Ability to recognize mechanical fasteners and their different uses in the construction of various projects.
24.	Knowledge of structural hardware and seismic hold downs to secure structures in compliance with building codes.
25.	Knowledge of finish hardware (e.g., locksets, door closers) and proper installation used in carpentry projects in compliance with State and federal fire codes and the Americans with Disabilities Act (ADA).

26.	Knowledge of State laws and regulations [e.g., California Code of Regulations, California Building Codes, Cal-Occupational Safety and Health Administration (OSHA), Cal-Environmental Protection Agency] to be in compliance.
27.	Knowledge of federal laws and regulations [e.g., Uniform Building Code (UBC), Federal Code of Regulations, Federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) regulations, Americans with Disabilities Act (ADA) institutional operational procedures] to be in compliance
28.	Knowledge of fire marshal requirements [e.g., Underwriters Laboratories (UL) listings, National Fire Protection Association regulations] to be in compliance.
29.	Knowledge of tools (e.g., drill driver, table saws, band saw) used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking) to accomplish a work assignment, and to provide direction/information, training, et cetera.
30.	Ability to use hand tools (e.g., hammer, pry bar, chisels, handsaw) used in the fabrication, installation, maintenance and repair of structures and fixtures to accomplish work assignments and to provide direction/information, training, et cetera.
31.	Ability to use power tools (e.g., skill saw, electric drill, rotor hammer) used in the fabrication, installation, maintenance and repair of structures and fixtures to accomplish work assignments and to provide direction/information, training, et cetera.
32.	Ability to use pneumatic tools (e.g., nail gun, finish gun, palm nailer, jackhammer) used in the fabrication, installation, maintenance and repair of structures and fixtures to accomplish work assignments and to provide direction/information, training, et cetera.
33.	Ability to use stationary/shop tools (e.g., drill press, table saw, jointer, bandsaw) used in the fabrication, installation, maintenance and repair of structures and fixtures to accomplish work assignments and to provide direction/information, training, et cetera.
34.	Knowledge of construction equipment (e.g., forklift, scissor lifts, compressors, generator) used in the installation, maintenance, and repair of structures and fixtures to accomplish work assignments, and to provide direction/information, training, et cetera.
35.	Knowledge of machinery indicators (gauges, dials) to make sure a machine is working properly.
36.	Knowledge of machines used in carpentry projects, including their designs, uses, repair and maintenance.

37.	Knowledge of the rules and regulations (e.g., Uniform Building Codes [UBC], California Occupational Safety and Health Administration (OSHA), Safety Orders of the Division of Industrial Safety applicable to carpentry, California Code of Regulations) in order to safely and effectively complete work assignments, protect self and others in the workplace, and to provide direction/information.
38.	Knowledge of safe and responsible operation of required tools and equipment used in carpentry to protect self and others in the workplace.
39.	Knowledge of appropriate times to dispose, replace, or repair equipment or tools as needed.
40.	Knowledge of safe lifting and handling procedures when transporting building materials, tools, and other items used at project work sites to avoid injuries and comply with safe handling procedures.
41.	Knowledge of the Material Safety Data Sheets (MSDS) to properly handle, store and dispose of materials.
42.	Ability to use personal protection equipment to protect eyes, nose and skin from irritation and infection, including wearing safety protective equipment (e.g., hardhats, safety goggles, earplugs, safety vest) as required.
43.	Ability to practice safety and vigilance in the identification of safety or security hazards to actively support a safe and hazard free work environment.
44.	Ability to appropriately respond in emergency situations.
45.	Ability to recognize and take effective actions when unsafe or defective construction and building conditions exist to ensure the safe and proper operation of the facility, the safety of others and adherence to building codes.
46.	Ability to clean work areas, machines, equipment, and tools to maintain proper working condition and foster a clean and safe job site.
47.	Ability to enter, transcribe, record, store, or maintain information in written or electronic form to comply with departmental policies and procedures.
48.	Knowledge of basic mathematics computations (e.g., addition, subtraction, multiplication, division, percentages, fractions) to evaluate specifications, determine equipment and material costs, and calculate labor, material and/or cost estimates for planned projects.

49.	Ability to perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, percentages, fractions) to evaluate specifications, determine equipment and material costs, and calculate labor, material and/or cost estimates for planned projects.
50.	Ability to administer CalCard usage for purchasing project materials and equipment, including the submission/record keeping of receipts, invoices, bid quotes, and State Contract Procurement Reporting System (SCPRS) for costs over \$5,000.
51.	Knowledge of principles and processes for providing customer service including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
52.	Ability to prepare rough sketches of carpentry work to scale to communicate pertinent project information to others.
53.	Ability to write reports (e.g., timekeeping, written estimates, project plans) to document work processes.
54.	Ability to read and understand information and ideas presented in writing (e.g., reports, blueprints, specifications, building codes, zoning regulations) to determine work efforts necessary to complete work as designed.
55.	Ability to use relevant information and individual judgment to determine whether projects or processes are in compliance with laws, regulations, or standards.
56.	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems to allow for an effective resolution of the problem
57.	Ability to apply general rules to specific problems to produce answers that make sense.
58.	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
59.	Ability to complete projects in a logical order to accommodate all trades involved.
60.	Ability to analyze information and evaluate results to choose the best solution for solving problems.
61.	Ability to determine causes of operating errors, determine available options, and choose the most appropriate solution.
62.	Ability to interpret and implement Americans with Disabilities Act (ADA) regulations.

63.	Ability to interpret architectural symbols, abbreviations, plans, and lines.
64.	Ability to inspect structures and fixtures to determine what carpentry repairs or improvements are needed.
65.	Ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
66.	Ability to develop specific goals and plans to prioritize, organize, and accomplish work.
67.	Ability to prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.
68.	Ability to make estimates of time, costs, labor, and materials (e.g., sizes, quantities) to determine and calculate information to plan and complete carpentry/building projects,
69.	Ability to identify information, materials, and resources needed to complete a project or assignment.
70.	Knowledge of raw materials, production processes, quality control, costs, and other techniques used in the construction or repair of building and structures to properly lay out a project.
71.	Ability to anticipate future consequences of present decisions or courses of action.
72.	Knowledge of procurement process rules and regulations for obtaining carpentry materials, tools, and equipment in order to maintain the facility or complete projects.
73.	Knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.
74.	Knowledge of various codes (e.g., building, mechanical, electrical, plumbing) to select proper materials and have projects be in compliance.
75.	Ability to plan, lay out, and coordinate carpentry work with trades people, workers, contractors and vendors to provide direction, information, and ensure accuracy and compliance of work assignments.
76.	Ability to use office suite software (e.g., Microsoft Office) for common office needs (e.g., word processing, scheduling, communication, presentations).
77.	Ability to use spreadsheet software (e.g., Excel) for record keeping (e.g., timesheets) and documentation purposes.

78.	Ability to use work order tracking software (e.g., Microsoft Projects, Net Facilities) to organize and document project milestones.
79.	Ability to use a computer to efficiently complete common office needs.
80.	Ability to communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
81.	Ability to properly use English (e.g., grammar, punctuation, sentence structure) to read, proofread, prepare, edit, and comprehend written materials (e.g., memos, letters, reports).
82.	Ability to interpret and explain policies, procedures, rules, and/or regulations to non-technical individuals (e.g., departmental employees, the public) to clearly communicate pertinent information.
83.	Ability to communicate with a diverse group of individuals to clearly provide accurate information (e.g., instruction) and maintain effective working relationships in the course of completing projects.
84.	Ability to understand and follow written instructions to provide accurate information, instruction, and direction in the course of carrying out assigned tasks
85.	Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise in the course of completing projects.
86.	Ability to listen and follow oral directions to carry out assigned tasks.
87.	Ability to communicate with diplomacy and tact, especially concerning difficult and sensitive issues, when dealing with the needs, problems and/or concerns of others.
88.	Ability to demonstrate flexibility in adapting to changes in priorities, work assignments, work conditions and other interactions that may impact pre-established courses of action for completing projects and assignments.
89.	Ability to work independently on projects or assignments without close supervision or detailed instructions to maximize workplace productivity.
90.	Ability to recognize a problem or when something is wrong or is likely to go wrong and proactively implement effective courses of action.
91.	Ability to be careful about detail and thorough in completing work tasks.
92.	Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.

93.	Ability to develop constructive and cooperative working relationships with diverse audiences (e.g., employees, the public) and maintain them over time to create a productive environment.
94.	Ability to complete tasks or assignments on schedule, and within project timelines.
95.	Ability to plan, direct, and coordinate the work of a crew of carpenters and others (e.g., casual temporary laborers, contractors, inmates).
96.	Ability to monitor and inspect the work of a crew of carpenters and laborers in the course of completing projects.
97.	Knowledge of the principles and practices of employee supervision, development, and training to provide management of the assigned staff.
98.	Knowledge of the department's Equal Employment Opportunity (EEO) program objectives and a manager's role in the EEO processes to ensure compliance with departmental policies (e.g., create a hostile free work environment, comply with zero tolerance policy on sexual harassment.)
99.	Ability to conduct tests and inspections of products, services, or processes to evaluate quality or performance.
100.	Ability to schedule events, programs, and activities, as well as the work of others.
101.	Ability to encourage and build mutual trust, respect, and cooperation among team members.
102.	Ability to establish short and long-range objectives and specify the strategies and actions to achieve them.
103.	Ability to provide guidance, direction, and motivation to subordinates, including setting performance standards and monitoring performance.
104.	Ability to negotiate with others to handle complaints, settle disputes, and resolve grievances and conflicts.
105.	Ability to identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills.
106.	Knowledge of a supervisor's responsibilities with regards to performance management including progressive discipline processes to improve subordinate performance.
107.	Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.

108.	Ability to work at moderate heights (e.g., ladders, scaffolding) when applicable.
109.	Ability to learn quickly and apply information efficiently.
110.	Ability to demonstrate acceptable work habits such as punctuality, skill, neatness and dependability.
111.	Ability to lift, position, hold and move equipment, supplies and materials weighing up to 50 pounds frequently.
112.	Ability to climb stairs carrying objects weighting up to 30 pounds.
113.	Ability to hold, position, and operate hand, air and power tools.
114.	Ability to stand at a work site for extended periods on grass, dirt, rock, asphalt, concrete, carpet, linoleum, wood, et cetera.
115.	Ability to balance on uneven surfaces or at moderate heights when completing projects.
116.	Ability to climb step and extension ladders and scaffolding when completing projects.
117.	Willingness to work outside in challenging weather conditions (e.g., heat, wind) taking safety precautions into consideration when completing projects.
118.	Willingness to work in tight spaces such as crawl spaces or attics in the course of completing projects.
119.	Ability to recognize and relate objects to one another from different spatial perspectives in the course of completing projects.
120.	Ability to judge which of several objects is closer or farther away, or to judge the distance between oneself and an object when completing projects.
121.	Ability to quickly move one's hand, one's hand together with one's arm, or one's two hands to grasp, manipulate, or assemble objects when completing projects.
122.	Ability to coordinate two or more limbs while sitting, standing, or lying down in the course of completing projects.
123.	Ability to exert maximum muscle force to lift, push, pull, or carry objects repeatedly or continuously over time in the course of completing projects.
124.	Ability to keep one's hand and arm steady while moving one's arm or while holding one's arm and hand in one position in the course of completing projects.

125.	Ability to exert oneself physically over long periods of time without getting winded or out of breath in the course of completing projects.
126.	Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.