THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Carpenter Supervisor
Title Code 92071
FLSA Status Non-Exempt
Date Issued January 8, 2015, Revised

General Duties and Responsibilities

Under general direction, supervises, directs and is responsible for the work of carpenters and other assigned employees; performs related work.

General Work Tasks

- Assigns and lays out jobs for carpenters and closely allied workers.
- Supervises, directs and impacts the work of carpenters relating to the installation and/or replacement of flooring, doors, building hardware, trim window frames, partitions, etc.
- Estimates job requirement from plans and specifications and/or field surveys.
- Requisitions materials and equipment.
- Supervises, directs and is responsible for the proper operation of the departmental carpentry shop(s).
- When required, lays out and supervises the heavy and rough carpentry work in the construction, maintenance, and repair of shoring, scaffolds, construction sheds, promenades, etc.
- Keeps records and prepares reports.

Qualification Requirements

1. Seven (7) years of recent satisfactory full-time, paid experience as a carpenter, at least two (2) years of which must have been spent in duties of a supervisory nature;

2. A Driver’s License, valid in the State of New York, may be required for some, but not all positions.

3. A satisfactory equivalent.

NOTE:

Direct Lines of Promotion

FROM: Carpenter
TO: None

Carpenter Supervisor (92071)