

## ASSISTANT SUPERVISOR - CARPENTRY SERVICES

### **Function of Job:**

Under general supervision of designated supervisor, to assist in, and be responsible for the work of carpenters and other assigned personnel in special areas of responsibility involving carpentry work.

### **Characteristic Duties and Responsibilities:**

1. Plan and supervise work of assigned personnel and/or perform duties required for construction, installation, repair and maintenance of structures, fixtures, furniture and hardware for college/university buildings.
2. Verify and approve material requisitions of employees supervised, and approve time cards.
3. Assure that recognized procedures and techniques are followed.
4. Confer with and advise college/university personnel and contractors on the construction and/or installation of fixtures/hardware.
5. Advise assigned personnel on proper techniques for construction/installation, nature and extent of repairs and any problems encountered during performance of assigned tasks.
6. Assure compliance with applicable safety codes in work performed.
7. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school or vocational school graduation or equivalent and at least four years experience as a carpenter.
2. Supervisory and communication skills.
3. Knowledge of methods, tools, equipment and hazards of the trade.
4. Working knowledge of applicable codes.
5. Valid motor vehicle operator's license as required.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather.
7. Must be able to wear and use appropriate protective equipment as necessary.

4/8/93

System Approval

4/8/93

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**