

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CARPENTER FOREMAN

POSITION CODE: 06660
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs carpentry at the level of master craftsmen; assigns, directs and checks the work of a group of journeymen in all phases of carpentry.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assigns journeymen to trade tasks in the repair, maintenance, construction or alteration of wooden floors, walls, roofs, stairs, benches, doors, windows, screens, scaffolding, forms, signs, barricades, boats and similar wooden articles or structures; works as journeyman where needed.
2. Directs the work of craftsmen or helpers in a well equipped carpentry shop.
3. Makes estimates of materials and time needed for jobs.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skills and mental development equivalent to completion of eight years of elementary school.

Requires two years experience as a journeyman carpenter.

Knowledges, Skills and Abilities

Requires extensive knowledge of all tools, materials, methods, practices and hazards of the trade.

Requires ability to direct journeyman carpenters.

Requires skill in the use of tools of the trade.

Requires ability to perform all tasks usually associated with journeymen carpenters.

Requires ability to read, interpret and work from plans, simple involved drawings and sketches.

Requires ability to make simple arithmetical computations and estimates of materials needed.