

# COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

## CARPENTER SUPERVISOR

BI-WEEKLY SALARY: \$2835.20

APPROXIMATE MONTHLY SALARY: \$6159.00

### LAST DAY FOR FILING

Monday, September 20, 2004

### DATE OF EXAMINATION

To be Announced

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

THE POSITION(S): Positions in this class are located in the General Services Agency. Under general direction, a Carpenter Supervisor supervises the work of Carpenter/Locksmiths, Building Maintenance Workers and others as assigned to carpentry, painting, remodeling and maintenance tasks. The position is the project manager for carpentry and remodeling and maintenance tasks for the North County area.

THE REQUIREMENTS: These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

### EITHER I

EXPERIENCE: The equivalent of two years full-time experience as a Carpenter/Locksmith or Painter in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

### OR II

TRAINING: Completion of an accredited apprenticeship in the Carpenters or Cabinetmaker's or Painter's trade; **AND**

EXPERIENCE: The equivalent of five years of full-time experience as a journey-level Carpenter, Cabinetmaker or Painter, two years of which include full-time supervisory experience.

LICENSES OR CERTIFICATES: Possession of a valid California Motor Vehicle operator's license.

THE EXAMINATION: THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and will last approximately one year, but may be extended.

The examination may include but may not be limited to: KNOWLEDGE OF modern methods, materials, and equipment used in rough and finished carpentry, cabinet making, and related construction and maintenance crafts; applicable codes; methods, tools and equipment used in the painting trade; safety practices including rigging and the use of scaffolds; injury and illness prevention programs and occupational health and safety practices. ABILITY TO manage and schedule jobs; effectively communicate orally and in writing; supervise staff; estimate costs; maintain accurate records; plan and lay out work, including preparation of working drawings and sketches, carpentry, cabinet making and related maintenance and construction work; work harmoniously with others; maintain records; make decisions; lead, organize, manage, analyze budgets; be sensitive and flexible; adapt to stress; be generally familiar with a variety of building, hospital and jail regulations and codes and the ability to research and appropriately apply them.

THE EXAMINATION WILL CONSIST OF the following three steps: A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process. A screening of applications and/or Supplemental Questionnaires to select the best qualified candidates who will move on to the next step in the examination process. An oral interview which will be weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises. The remaining steps in the exam process and the weight assigned to each step are yet to be determined. Candidates will be notified of these prior to commencement of the examination. **WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.**

TO APPLY Please see APPLICATION PROCEDURES on the reverse side of this announcement.

**CARPENTER SUPERVISOR**  
**Supplemental Questionnaire**

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. *Failure to submit the Supplemental Questionnaire will result in disqualification.* Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted.

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas to verify further knowledge, skill, or ability. It is critical that you fill out the Supplemental Questionnaire completely, listing all education, experience or special training which might demonstrate your qualifications in the rating areas.

Please respond to the following questions on this page. If you require additional space, please type or print your response on 8-1/2" X 11" paper and attach it to this cover sheet. Put your name on the top of this and all additional pages.

1. Describe any maintenance-related supervisory experience that you have. Please include the number of staff supervised, title of positions supervised, and dates of employment.
  
2. Describe any project management experience that you have, including scope of project, budget, and number of people you directed. Detail how you controlled cost, monitored expenses and managed material and labor.
  
3. Describe your experience directing and coordinating multi-craft work including; grading and paving, signage, other building trades such as plumbing, electrical and mechanical, general engineering and roofing.

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| <p><b>CERTIFICATION OF APPLICANT:</b> I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the County of Alameda.</p> |       |
| SIGNATURE:   | DATE: |