

CAREER GUIDE FOR CARPENTER SUPERVISORS

SOC Code: 47-1011.01: First-Line Supervisors/Managers of Construction Trades and Extraction Workers

Pay Band: 4 ([Salary Structure](#))

Standard Occupational Description:

Directly supervise and coordinate activities of construction trades workers and their helpers. Employees may also engage in the same carpentry trades work as the workers they supervise.

Carpenter Supervisor positions in the Commonwealth are assigned to the following Role(s) in the [Building Trades Career Group](#):

[Trades Technician IV](#)

Other Career Group(s) that may be of interest are:

[Electronics](#)

[Equipment Service and Repair](#)

[Transportation Operations](#)

[Utility Plant Operations](#)

SKILLS, KNOWLEDGE, ABILITIES, AND TASKS,

Skills

Note: *The technical and functional skills listed below are based on general occupational qualifications for Carpenter Supervisors commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Adjusting actions in relation to others' actions.
2. Inspecting and evaluating the quality of products.
3. Motivating, developing, and directing people as they work, identifying the best people for the job.
4. Managing one's own time and the time of others.
5. Talking to others to effectively convey information
6. Teaching others how to do something.
7. Listening to what other people are saying and asking questions as appropriate.
8. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
9. Determining the kind of tools and equipment needed to do a job.
10. Developing approaches for implementing an idea.
11. Using logic and analysis to identify the strengths and weaknesses of different approaches.
12. Communicating effectively with others in writing as indicated by the needs of the audience.
13. Understanding written sentences and paragraphs in work related documents.
14. Weighing the relative costs and benefits of a potential action.
15. Developing an image of how a system should work under ideal conditions.
16. Identifying the nature of problems.
17. Using mathematics to solve problems.
18. Looking at many indicators of system performance, taking into account their accuracy.

19. Knowing how to find information and identifying essential information.

Knowledge

Note: *The technical and functional knowledge statements listed below are based on general occupational qualifications for Carpenter Supervisors commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Knowledge** of:

1. Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
2. Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
3. Policies and practices involved in personnel/human resource functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; and personnel information systems.
4. Design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
5. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
6. Equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.
7. Numbers, their operations, and interrelationships including arithmetic, algebra and geometry.
8. Instructional methods and training techniques including group and individual teaching techniques and design of individual development plans.
9. Human behavior in the work environment.
10. Machines and tools, including their designs, uses, benefits, repair, and maintenance.
11. Administrative and clerical procedures and systems such as word processing systems, filing and records management systems and other office procedures and terminology.
12. Inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods.
13. Laws, legal codes, government regulations, executive orders and agency rules.

Abilities

Note: *The technical and functional abilities listed below are based on general occupational qualifications for Carpenter Supervisors commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Ability** to:

1. Communicate information and ideas in speaking so others will understand.
2. Listen to and understand information and ideas presented through spoken words and sentences.
3. Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
4. Read and understand information and ideas presented in writing.
5. Correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
6. Communicate information and ideas in writing so others will understand.

7. Add, subtract, multiply, or divide quickly and correctly.
8. Apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.
9. Remember information such as words, numbers, pictures, and procedures.
10. See details of objects at a close range (within a few feet of the observer).
11. Imagine how something will look after it is moved around or when its parts are moved or rearranged.
12. Quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects.
13. Exert maximum muscle force to lift, push, pull, or carry objects.
14. Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
15. Produce many rules so that each rule tells how to group (or combine) a set of things in a different way.
16. Coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
17. Bend, stretch, twist, or reach out with the body, arms, and/or legs.
18. Make fast, simple, repeated movements of the fingers, hands, and wrists.
19. Keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position.

Tasks

Note: *The following is a list of sample tasks typically performed by Carpenter Supervisors. Employees in this occupation will not necessarily perform all of the tasks listed.*

1. Analyzes and plans installation and construction of equipment and structures.
2. Analyzes and resolves worker problems and recommends motivational plans.
3. Assigns work to employees, using material and worker requirements data.
4. Assists workers engaged in construction activities, using hand tools and equipment.
5. Confers with staff and worker to ensure production and personnel problems are resolved.
6. Directs and leads workers engaged in construction activities.
7. Estimates material and worker requirements to complete job.
8. Examines and inspects work progress, equipment and construction sites to verify safety and ensure that specifications are met.
9. Locates, measures, and marks location and placement of structures and equipment.
10. Read specifications, such as blueprints and data, to determine construction requirements.
11. Recommends measures to improve production methods and equipment performance to increase efficiency and safety.
12. Records information, such as personnel, production, and operational data, on specified forms and reports.
13. Suggests and initiates personnel actions, such as promotions, transfers, and hires.
14. Supervises and coordinates activities of construction trades workers.
15. Trains workers in construction methods and operation of equipment.
16. Recommends measures to improve production methods and equipment performance to increase efficiency and safety.
17. Assists workers engaged in construction activities, using hand tools and equipment.

INTERESTED?

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match

your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

Carpentry is called a “Realistic and Enterprising Occupation”. It is “Realistic” because it involves work activities that include practical, hands-on problems and solutions. Realistic occupations deal with real-world materials like wood, tools, and machinery. Jobs in realistic occupations often require working outside and do not involve a lot of paperwork or working closely with others. It is “Enterprising” because it involves work activities that frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS

Generally this is not required for Carpenter Supervisor positions in state government. However, to improve career advancement opportunities, you should consider the advantages of certification and include this step in your self-development plan.

Licensing information can be found on the Department of Professional & Occupational Regulations’ web site at http://www.state.va.us/dpor/conNEW_req.pdf

EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES

Supervisors are generally asked to plan, organize, direct, and control the functions and processes of a firm or organization. If you are interested in being a supervisor you should take advantage of training opportunities that include instruction in the principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor relations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

Sources of educational, training, and learning opportunities include:

1. US Military Service
2. On-the-job Training
3. One of the Commonwealth’s technical high schools. (Check with your local school district for technical high school information.)
4. Virginia Community College System
5. Talk to a supervisor or supervisor whom you believe “has it all together”.
6. Commonwealth Technical Centers that offer an instructional program that prepares individuals to apply technical knowledge and skills in both sheet metal fabrication and installation.
7. Skilled trades organizations that you may wish to join.

COMMONWEALTH COMPETENCIES

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success.

You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

The Commonwealth Competencies are:

1. Interpersonal and Communication Skills
2. Technical and Functional Expertise
3. Achieve Results
4. Serve the Customer.
5. Teamwork
6. Leadership and Personal Effectiveness
7. Understanding the Business

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

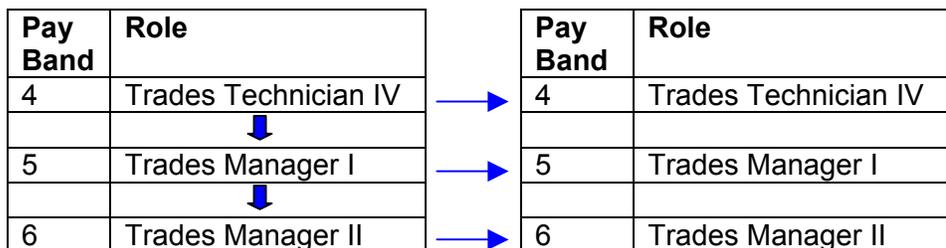
For additional information about the **Commonwealth Competencies** go to:

http://jobs.state.va.us/cc_planningctr.htm. For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example:



Many employers, including the Commonwealth, expect trades professionals to gain knowledge, skills, and abilities in more than one area. Multi-skilled workers can add value to the organization and often find that a variety of work assignments can be rewarding.

Sample Career Path

Trades Tech IV

The Trades Technician IV role provides career tracks for the trades technicians whose responsibilities range from the expert technicians to first line supervisors of trades technicians in one or more specialty areas. The expert trades technician provides guidance to other technicians or works on a "multi-trade" team requiring specialized skills and knowledge in several trades areas.

Trades Manager I

The Trades Manager I role provides career tracks for managers whose responsibilities range from assisting in the planning and direction of a buildings and grounds program to managing a comprehensive building and grounds program for facilities such as a training center, rehabilitation center, or hospital. Areas managed may include a power plant, buildings and mechanical maintenance, ground maintenance, housekeeping and related services.

Trades Manager II

The Trades Manager II role provides career tracks for managers who plan and direct a buildings and grounds program at a state agency or institution having multiple facilities characterized by a large total resident and staff population engaged in highly diversified and decentralized activities.

ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:

O*NET

http://online.onetcenter.org/cgi-bin/gen_search_page?1

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Department of Professional & Occupation Regulation

http://www.state.va.us/dpor/conNEW_reg.pdf

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network

<http://www.vacrn.net/>