



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

WOODWORKER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Woodworker Supervisor	V7099S	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel.

Nature of Work

The Woodworker Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and using automated machinery, such as computerized numerical control (CNC) machines to do much of the work. Even specialized artisans generally use a variety of power tools in their work. Much of the work is often done in a high production assembly line facility, but there is also some work that is customized and does not lend itself to assembly line fabrication. Woodworkers set up, operate and tend all types of machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood-nailing machines. Operators set up the equipment, cut and shape wooden parts, and verify dimensions using a template, caliper, or rule. After wood parts are made, woodworkers add fasteners and adhesives and connect the pieces to form a complete unit. Products are then sanded, stained, and, if necessary, coated with a sealer, such as a lacquer or varnish. Woodworkers are employed in every part of the secondary wood products industry from sawmill to finished product and their activities vary greatly.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

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- Writes in a clear and concise manner.
- Employees in this Role are responsible for constructing more complex exhibitions in accordance with applicable codes and professional quality standards.
- Employees prepare estimates of labor, materials, and time needed to complete project.
- Employees conduct research and develop a reference bank of information of current technology and fabrication techniques, materials, and supplies.

Recommended Education and Experience for Full Performance***

High School diploma or GED or related technical/vocational degree or certificate in woodworking and three (3) years of experience in woodworking and/or carpentry, (1) year of which must be supervisory.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in woodworking and/or carpentry.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Engineering and Technology — Knowledge of the practical application of engineering science

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and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Statutory Requirements: This occupation is subject to regulation under 14.5.1 NMAC, Construction Industries General Provisions - General Provisions, effective 1-1-11.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 04/27/2012 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.