

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: CARPENTER**

**Posting# 7003-0516jhm**

### REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 33 \$19.90 per hour, \$1,592 Bi Weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: April 19, 2016**

**CLOSING DATE: May 3, 2016**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under general guidance of the Carpentry Project Supervisor, performs and coordinates skilled carpentry work in the construction, repair, and remodeling of County facilities. Also, maintains the County's lock and key systems. This is a journey classification level for skilled facilities maintenance and repair activities specific to cabinetry, carpentry, painting, and locks.

**DUTIES INCLUDE:** Performs skilled carpentry work in the construction of cabinets. Performs skilled carpentry work in the repair, construction, remodeling, and painting of walls, doors, and furniture. Assists in building signs for County parks. Builds concrete forms and places concrete. Performs all types of millwork in building items for County departments. Makes keys and maintains computer records on the distribution of keys and lock combinations for County buildings. Installs locks and pins cores for County buildings and repairs locks as needed. Transfers equipment between job sites. Purchases necessary parts and materials to complete work requests, maintains an inventory of supplies, and completes work order paperwork. Responds to emergency situations on an on-call basis when assigned. Assists other maintenance personnel in plumbing, HVAC, and electrical repairs.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** mechanical applications

**Skill in:** reading, writing, and math, interpersonal communications to coordinate jobs and report completed work

**Ability to:** establish and maintain cooperative working relationships with the public and other County employees, operate various hand and power tools, read blueprints for takeoffs of materials and time for project estimating, plan and sketch construction and remodeling projects, perform plumbing, HVAC, and electrical repairs

**REQUIREMENTS FOR EMPLOYMENT:** Associate Degree or two (2) years specialized training and five (5) years of journey-level work experience in cabinetry, carpentry construction, repair, and remodeling. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Incumbents must possess a valid State of Utah Driver's License; and some incumbents may be required to possess a commercial drivers license (CDL).

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.