

POSITION: CARPENTER

Posting # 7003-0717jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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

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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 – Step 39 \$22.89, \$1,592 - \$1,831 Bi weekly

Salary will be determined upon experience and or education

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

OPENING DATE: July 5, 2017

CLOSING DATE: Open Until Filled

***All applications received by July 12, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

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 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.

DUTIES INCLUDE: Perform skilled carpentry work in the construction of cabinets. Perform skilled carpentry work in the repair, construction, remodeling, and painting of walls, doors, and furniture. Assist in building signs for County parks. Build concrete forms and place concrete. Perform all types of millwork in building items for County departments. Make keys and maintain computer records on the distribution of keys and lock combinations for County buildings. Learn basic operation of the Pnet access program. Install locks and pins cores for County buildings and repair locks as needed. Transfer equipment between job sites. Purchase necessary parts and materials to complete work requests, maintain an inventory of supplies, and complete work order paperwork. Respond to emergency situations on an on-call basis when assigned. Assist other maintenance personnel in plumbing, HVAC, and electrical repairs.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of mechanical applications

Skilled in: reading, writing, and math, skilled in interpersonal communications to coordinate jobs and report completed work

Ability to: read blueprints for takeoffs of materials and time for project estimating, operate various hand and power tools, ability to establish and maintain cooperative working relationships with the public and other county employees, plan and sketch construction and remodeling projects, ability to 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: some positions may require a commercial driver's license (CDL), applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 day of employment, selected applicants must obtain forklift certification during the probationary period.

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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.