

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: CARPENTRY SUPERVISOR

Posting# 7700-0417jhm

REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY: Step 41-\$23.98-Step 47-\$27.55, \$1,918-\$2,204 Bi-weekly

Starting salary based upon experience and education

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

OPENING DATE: April 14, 2017

CLOSING DATE: Open Until 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 the general direction of the Buildings and Grounds Division Manager, oversees and performs skilled carpentry work related to the maintenance, construction, remodeling, and repair of county facilities. Oversees maintenance of the county's lock and key systems. Supervises full-time and temporary personnel.

DUTIES INCLUDE: This classification is the first supervisory level for skilled facilities maintenance and repair activities specific to carpentry, painting, and locks.

Supervises, plans, coordinates, and directs the work of assigned personnel. Assists with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel. Participates as a member of the Division Management Team including informing and advising the team of project and maintenance status. Makes budgetary recommendations for both capital and operational expenses. Assists in the planning, design, maintenance, remodeling, and construction of all county buildings. Supervises and performs skilled carpentry work in the construction of cabinets; and in the repair, construction, remodeling, and painting of walls and furniture. Builds concrete forms and places concrete.

Supervises and performs all types of millwork in building items for county departments. Oversees the county's lock and key systems including the making of keys and the maintenance of computer records on the distribution of keys, entry cards, and lock combinations for county buildings. Supervises and performs the installation of locks and pins cores for county buildings and repairs locks as needed. Supervises the installation, maintenance, and repair of furniture in county facilities. 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. Develops project plans, and provides cost and labor estimates.

EVALUATION AND SELECTION FACTORS INCLUDE:

Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and math; Ability to operate various hand and power tools; Ability to read blueprints for takeoffs of materials and time for project estimating; Knowledge of mechanical applications; Skill in interpersonal communication to coordinate jobs and report completed work; Ability to plan and sketch construction and remodeling projects; and Ability to perform plumbing, HVAC, and electrical repairs.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a related Associates Degree; and six (6) years of journey-level work experience in locks, carpentry construction, repair and remodeling. Preference may be given to applicants with lead or supervisory experience.

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: Incumbent must possess a valid State of Utah driver's license; and some incumbents may be required to possess a commercial driver's 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 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.