

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CARPENTER  
CLASS CODE: 7003  
  
FLSA STATUS: NON-EXEMPT  
  
EFFECTIVE DATE: AMENDED 4/16/2008 (Revised 2/17/98 version)  
DEPARTMENT: PUBLIC WORKS - PROPERTY MANAGEMENT

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### **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.

### **CLASS CHARACTERISTICS**

This is a journey classification level for skilled facilities maintenance and repair activities specific to cabinetry, carpentry, painting, and locks.

### **ESSENTIAL FUNCTIONS**

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.

### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists other maintenance personnel in plumbing, HVAC, and electrical repairs.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to establish and maintain cooperative working relationships with the public and other County employees; 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 communications 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.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high

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degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Work overhead and at heights; and Communicate via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS:**

Work is performed in environmentally controlled and in partially environmentally controlled buildings; Work is performed in very noisy places; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, and poor ventilation; Work requires the use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; and Work exposes incumbent to unknown and dangerous conditions.

### **EDUCATION AND EXPERIENCE**

Associate Degree or two (2) years specialized training and five (5) years of journey-level work experience in cabinetry, carpentry construction, repair, and remodeling.

### **LICENSING AND CERTIFICATION**

Incumbents must possess a valid State of Utah Driver's License; and Some incumbents may be required to possess a commercial drivers license (CDL).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.