

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CARPENTRY SUPERVISOR
CLASS CODE: 7700
EFFECTIVE DATE: 01/30/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

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.

CLASS CHARACTERISTICS

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

ESSENTIAL FUNCTIONS

- 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.

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 those contacted in the course of work activities; Skill in reading, writing, and math; Ability to operate various hand and power tools; Ability

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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.

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 degree of dexterity; Regularly drive 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, dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

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.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

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).

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.