



Carpenter Job Description

Department: Public Works
Position: Career Service
Starting Step: 33, Table 14
Supervisory: No
Reports to: Carpentry Supervisor

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform skilled carpentry work in the construction of cabinets.
2. Perform skilled carpentry work in the repair, construction, remodeling, and painting of walls, doors, and furniture.
3. Assist in building signs for County parks.
4. Build concrete forms and place concrete.
5. Perform all types of millwork in building items for County departments.
6. 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.
7. Install locks and pins cores for County buildings and repair locks as needed.
8. Transfer equipment between job sites.
9. Purchase necessary parts and materials to complete work requests, maintain an inventory of supplies, and complete work order paperwork.
10. Respond to emergency situations on an on-call basis when assigned.
11. Assist other maintenance personnel in plumbing, HVAC, and electrical repairs.

Knowledge, Skills, and Abilities

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

Ability to operate various hand and power tools

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

For Office Use Only

Class Code: 7003

Class Title: Carpenter

FLSA: Non-Exempt

Effective Date: 7/4/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No 0

DOT: No

Ability to plan and sketch construction and remodeling projects
Ability to perform plumbing, HVAC, and electrical repairs

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This job requires the use of protective devices such as masks, goggles, and gloves. This position can expose incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very noisy. This position regularly drives a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 80 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

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

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Additional Eligibility Qualifications

1. Some positions may require a commercial driver’s license (CDL)
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 day so employment
3. Selected applicants may be subject to, and must pass, a background check
4. Selected applicants must obtain forklift certification during the probationary period.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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