



# Carpenter II

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 722  
Supervisory: No  
Reports to: Carpentry Supervisor

### Summary

Under general supervision of the Carpentry Supervisor, performs and coordinates skilled journey level work in the fields of carpentry, cabinetry, drywall, painting, modular furniture, concrete, steel framing, door and hardware installation, and general remodel work to Utah County owned or operated physical facilities. Assists with maintaining the County's lock, key, and access control systems. This is the working level of the series. Incumbents perform a broad array of assignments of considerable difficulty, requiring independent judgement.

### Essential Functions

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

1. Perform journey level carpentry work on various County remodels and construction projects.
2. Perform journey level cabinetry work and repairs for various County remodels and construction projects.
3. Perform journey level drywall work including patching and painting of walls, doors, and furniture.
4. Perform professional door, door closers, exit devices, and various access control software and hardware installation to comply with Americans with Disability Act (ADA) and other regulations.
5. Perform skilled work in concrete forming, placement and finishing.
6. Perform all types of millwork and design in relation to County construction projects.
7. Design, purchase, build, install, and maintain all types of office furniture and related specialty modular office systems.
8. Design, apply, read, and interpret blueprints, submittals, sketches, schematic diagrams, and other plans for new construction, remodel, and furniture projects, throughout the county.
9. Assist with moving office furniture or other miscellaneous items during relocation for County departments.
10. Assist with determining proper contractors to address various projects or concerns assigned to the Carpentry Supervisor; contact contractors to schedule installation, repairs or construction projects, as needed; review agreements or contracts.

### For Office Use Only

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Job Title: Carpenter II  
FLSA: Non-Exempt  
Effective Date: 9/3/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

11. Acquire estimates for cabinetry, office furniture, and general remodel projects, as needed.
12. Transport essential equipment, materials, and various other items to the job sites, including pulling trailers and driving box trucks.
13. Assist with performing locksmithing duties, including Interchangeable Core (IC) core pinning, combination, and the cutting of County keys.
14. Use county work order system to receive and complete work orders following proper practice and policies.
15. Purchase necessary parts and materials to complete work orders, maintain and track supplies inventory, and complete proper documentation.
16. Respond to emergency situations on an on-call basis when assigned.
17. Assist other facilities maintenance personnel with plumbing, HVAC, and electrical repairs, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices in the fields of carpentry, cabinetry, millwork, countertops, drywall, modular furniture, concrete, steel framing, door and hardware installation, grid ceiling, tile, carpet, roofing, windows, glazing, and general remodel work
- Knowledge of construction methods and building codes
- Knowledge of drafting, sketching possible design scenarios
- Knowledge of reading, comprehending, and implementing blueprints and building plans
- Knowledge of ADA standards for proper mounting of equipment and accessories
- Knowledge of county work order system
- Knowledge of facilities maintenance procedures and other mechanical applications
- Knowledge of basic operation of the Security Expert Access Program
- Knowledge of AutoCAD and other types of programs for furniture design
- Skilled in basic reading, writing, and math
- Skilled in reading, comprehending and implementing blueprints and building plans for takeoffs of materials and time for project estimating
- Skilled in interpersonal communications to coordinate jobs and report completed work
- Skilled in operating personal computers, including basic software such as Microsoft Office, other computer programs relevant to the construction trade, and data entry into county work order system
- Skilled in operating various hand and power tools used in carpentry, cabinetry, drywall, modular furniture, concrete, steel framing, door and hardware installation, and general remodel work
- Ability to establish and maintain cooperative working relationships with the public and other County employees to coordinate tasks efficiently and collaborate effectively with the team
- Ability to plan and sketch construction and remodeling projects
- Ability to communicate effectively verbally and in writing and follow written and verbal instructions and ask job-related questions

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- Ability to exercise independent judgement to carry out assignments with minimal supervision to start and finish projects
- Ability to understand and follow safety procedures
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities
- Ability to adhere to County and department standards of conduct
- Ability to provide technical guidance, as needed

### **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 regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires attendance, physical presence, and timeliness. This position exposes incumbent to conditions such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbents may be exposed to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as per appropriate standards such as OSHA and other governing bodies. Duties may be performed at varying heights, up to seventy-five (75) feet. 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 loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Occasionally, the employee will be required to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and lift office supplies and equipment up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities. Incumbent will be expected to be on-call on a rotational basis.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree or a Certificate of completion of an apprenticeship program in carpentry, construction trades or other related fields.
2. Three (3) years journey-level work experience in cabinetry, carpentry construction, repair, and remodeling.
3. Equivalent combination of education and trade experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain the following certification during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment:
  - a. Forklift Certification
  - b. CPR Certification
  - c. Complete a defensive driving course
  - d. Confined Space Training
  - e. Trench Safety Course
  - f. Must complete a minimum of eight (8) hours of continuing education on codes, safety practices, or other topics related to the trade.
  - g. Complete three (3) or more of the following classes/certifications:
    - i. State of Utah Commercial Driver's License (CDL)
    - ii. Access Control Inet Certification
    - iii. Fire Alarm System Tech
    - iv. Automatic Fire Sprinkler System Tech
    - v. Bucket truck operator training
    - vi. Security Expert training
    - vii. Design and build an approved County project from start to finish

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- viii. In house certification of planning and arranging office space
- ix. Other applicable job certifications as approved or required by supervisor and/or Division Manager

County employees must possess the above certifications and licenses prior to moving into this classification through reassignment, reclassification, or transfer. Selected applicants or incumbents may be required to obtain additional certifications, as directed.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Employee must have a current positive overall employee annual evaluation that meets expectations with no current or pending disciplinary or other issues.
4. Receive written recommendation from the department head.
5. Receive approval from the Director – Human Resources.

**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.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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