



Carpenter I

Job Description

Department: Public Works
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Carpentry Supervisor

Summary

Under close to general supervision of the Carpentry Supervisor, performs and coordinates semi-skilled 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. Incumbent performs duties at an entry or training level or routine tasks that are less complex than those performed at the full performance level.

Essential Functions

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

1. Perform semi-skilled carpentry work in the repair, construction, remodeling, patching sheetrock and painting of walls, doors, and furniture.
2. Perform semi-skilled cabinetry work in the construction of cabinets.
3. Assist with the installation, maintenance, and repair of furniture.
4. Build concrete forms and place concrete.
5. Perform all types of millwork in maintaining and crafting projects for County departments.
6. Assist other team members with keying and access controls.
7. Operate light equipment; transfer equipment between job sites including pulling trailers and driving box trucks.
8. Assist with moving office furniture or other miscellaneous items during relocation for County departments.
9. Use county work order system to receive and complete work orders following proper practices and policies.
10. Assist with preparing materials list and ordering materials for projects, as needed.
11. Respond to emergency situations on an on-call basis when assigned.
12. Assist other facilities maintenance personnel with plumbing, HVAC, and electrical repairs, as needed.

For Office Use Only

Job Code: 7008
Job Title: Carpenter I
FLSA: Non-Exempt
Effective Date: 9/11/2024
Public Safety: No

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

Knowledge, Skills, and Abilities

- Basic 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
- Basic knowledge of construction methods and building codes
- Basic knowledge of drafting, sketching possible design scenarios
- Basic knowledge of Americans with Disability Act (ADA) standards for proper mounting of equipment and accessories
- Basic knowledge of facilities maintenance procedures and other mechanical applications
- Basic knowledge of reading, comprehending, and implementing blueprints and building plans
- Skilled in operating basic hand and power tools used in routine carpentry work
- Ability to understand and follow written and verbal instructions and ask job-related questions
- Ability to understand and follow safety procedures
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities
- Ability to work collaboratively in a team environment
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to adhere to County and department standards of conduct
- Ability to communicate effectively both verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility.

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.

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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.

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. High school diploma or equivalent.
2. Two (2) years of work experience in the construction trade or currently enrolled in an associate degree or apprenticeship program pertaining to cabinetry, carpentry, construction, facilities or other related fields.
3. Equivalent combinations of education and 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

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- f. Complete one (1) 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
 - 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.

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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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