



# Carpentry Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 726  
Supervisory: Supervisor  
Reports to: Division Manager – Buildings

### Summary

Under general direction of the Division Manager - Buildings, oversees and performs all skilled carpentry work related to the maintenance, construction, remodeling, and repair of county facilities. Manages the maintenance of Utah County's lock, key, and access control systems. Provides direct supervision to both full-time and temporary carpentry personnel.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions, including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Participate as a member of the Division Management Team, providing updates and guidance on all ongoing projects and maintenance activities.
5. Develop project plans, provide cost and labor estimates, and make budgetary recommendations for both capital and operational expenses.
6. Assist in the planning, design, maintenance, remodeling, and construction of all county buildings.
7. Supervise and perform skilled carpentry work in the construction of cabinets and in the repair, construction, remodeling, and painting of walls and furniture.
8. Build concrete forms and place concrete.
9. Supervise and perform all types of millwork to build items for county departments; oversee the installation, maintenance, and repair of furniture in county facilities.
10. Supervise and perform the installation and maintenance of American with Disabilities Act (ADA) compliant exit devices, panic hardware and door closers; ensure all work adheres to safety protocols and building codes.
11. Manage the county's lock and key systems, including key fabrication and maintenance of computerized records for key, entry card, and lock combination distribution; supervise key card programming and access level assignments for county employees.

### For Office Use Only

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FLSA: Non-Exempt  
Effective Date: 9/27/2025  
Public Safety: No

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

12. Oversee and perform the installation, maintenance, and repair of locksets; re-key and pin interchangeable cores and manage keyway systems and padlock security.
13. Oversee the creation of reports, the fulfillment of Government Records Access and Management Act (GRAMA) requests, and review of access-related information for departments as needed.
14. Manage and supervise the access control system, from the design and installation to the integration of new hardware, software and electronic components; oversee the creation and maintenance of door and lighting schedules, event setups, and special access requests from department heads.
15. Transport equipment and materials to and from job sites.
16. Purchase necessary parts and materials, maintain an inventory of supplies, and complete work order paperwork.
17. Assist other maintenance personnel in plumbing, electrical, heating, ventilation, air conditioning (HVAC), and general maintenance responsibilities to maintain County facilities as assigned.
18. Respond to emergency situations on an on-call basis as assigned.
19. Perform the duties of the Carpenter I, II, and III as required.

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

- Knowledge of general carpentry, including drywall installation and repair, framing, and woodworking
- Knowledge of local codes, requirements, and safety rules
- Knowledge of ADA, Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and other federal and state laws relating to public buildings and construction requirements
- Knowledge of different types of door hardware, functions and proper installation
- Knowledge of supervisory techniques
- Skilled in reading and interpreting blueprints, schematics, and technical drawings
- Skilled in interpersonal communication to coordinate jobs and report completed work
- Skilled in reading, writing, and math
- Skilled in using hand and power tools
- Ability to pick locks, rekey locks, repair and adjust locks and install new locks
- Ability to plan and sketch construction and remodeling projects
- Ability to read blueprints for takeoffs of materials and time for project estimating
- Ability to operate various hand and power tools
- Ability to perform general building construction tasks
- Ability to train and lead others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

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**Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor to other positions in the department.

**Work Environment**

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. 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 moderate. 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. The 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. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally 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. Incumbent may be expected to be on-call as assigned.

**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.

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**Required Education and Experience**

1. Equivalent to an associate's degree in building construction or a related field.
2. Six (6) years of journey-level work experience performing locks and access control, carpentry construction, repair and remodeling.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days so employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain Forklift certification during the probationary period for new hires or trial period for promoted County employees and must maintain certification during employment.
4. Selected applicants may be required to obtain a commercial driver's license (CDL).

**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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