



# Carpentry Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 725  
Supervisory: Supervisor  
Reports to: Division Manager – Buildings and Grounds

### 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.

### 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. Participate as a member of the Division Management Team including informing and advising the team of project and maintenance status.
4. Make budgetary recommendations for both capital and operational expenses.
5. Assist in the planning, design, maintenance, remodeling, and construction of all county buildings.
6. Supervise and perform skilled carpentry work in the construction of cabinets; and in the repair, construction, remodeling, and painting of walls and furniture.
7. Build concrete forms and place concrete.
8. Supervise and perform all types of millwork in building items for county departments
9. Oversee 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.
10. Supervise and perform the installation of locks and pins cores for county buildings and repair locks as needed. Learn the Iner Access system for basic function, card programming, and event scheduling.
11. Supervise the installation, maintenance, and repair of furniture in county facilities.
12. Transfer equipment between job sites.

### For Office Use Only

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Job Title: Carpentry Supervisor  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

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

13. Purchase necessary parts and materials to complete work requests, maintain an inventory of supplies, and complete work order paperwork.
14. Respond to emergency situations on an on-call basis when assigned.
15. Develop project plans, and provide cost and labor estimates.
16. Assist other maintenance personnel in plumbing, HVAC, and electrical repairs.

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

- Knowledge of mechanical applications
- Skilled in interpersonal communication to coordinate jobs and report completed work
- Skilled in reading, writing, and math
- Ability to perform plumbing, HVAC, and electrical repairs
- 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 establish and maintain cooperative working relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and 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 position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to unknown, dangerous, and/or life-threatening 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.

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**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. Equivalent to a related Associates Degree
2. And six (6) years of journey-level work experience in locks, carpentry construction, repair and remodeling

**Preferred Education and Experience**

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

**Additional Eligibility Qualifications**

1. Some incumbents may be required to possess 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 or trial 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.

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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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