

JOB DESCRIPTION



Job Title: **Tradesperson – Carpenter**
Direct Supervisor: Manager of Parks and Environmental Services
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$37.43/Hr (2021 Rate)
Date Approved: March 4, 2021

Position Summary

Reporting to the Manager of Parks and Environmental Services, the Tradesperson – Carpenter performs skilled and semi-skilled manual work in the application of fundamental practices in construction, inspection, and maintenance of municipal facilities and assets. The Tradesperson – Carpenter will be called upon to use a high degree of independence while performing a broad range of skilled carpentry duties in the construction, renovation, repair, and maintenance of municipal assets including structural alterations and installations to approved standards in all municipal facilities and operations.

From time to time, the Tradesperson – Carpenter may receive assignments requiring the skill and ability in the fundamental practice in construction, inspection, and maintenance of parks, horticulture, and natural areas.

Nature & Scope of Work

1. Performs carpentry and joinery work in construction, alteration, repair and maintenance of buildings and greenspace infrastructure.
2. Works with and monitors contracted trades (i.e. plumbing, electrical, mechanical and HVAC) to complete construction, alteration, repair and maintenance tasks to ensure standards are being met and deliverables received.
3. Performs small and medium construction and maintenance projects from start to finish.
4. Identifies general facility maintenance issues, performs repairs and when necessary, recommends other courses of action.
5. Ensures the safety of crews utilizing rules and precautions necessary to prevent accidents in and around municipal facilities and equipment and complies with all pertinent WorkSafeBC and Occupational Health and Safety regulations.
6. Develops and maintains preventative maintenance programs related to construction, renovation, repair, and maintenance of municipal assets.
7. Assists with the preparation of budget estimates for projects for purchasing and capital planning and inclusion in request for quotes and tenders.”
8. Works with minimal supervision on all tasks and effectively direct subordinates as applicable.
9. Utilizes innovative techniques, best practices, and materials to improve quality, reduce costs and improve productivity.
10. Weekend work and being on standby may be required for after-hours work.
11. Performs duties in construction, inspection, and maintenance of parks, horticulture, and natural areas as required.
12. Performs other related duties as required.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently and the capably of working alone while performing a wide variety of duties with minimal direction and supervision.
2. Demonstrates the ability to efficiently perform required carpentry and joinery work for maintenance, repair, and construction in all aspects of the municipal building operations including windows, flooring, and drywall installation and repair, drop ceilings, finish carpentry, roofing, siding, interior and exterior painting.
3. Demonstrates the ability to efficiently perform required carpentry and joinery work for maintenance, repair, and construction in all aspects of the municipal greenspace infrastructure including dock and wharf repair, exterior staircase and boardwalk construction and maintenance, concrete formwork and finishing, gates, fences, pedestrian bridges, and staircases.

4. Ability to skillfully utilize a variety of power tools including table, power, and chop saws, compressors and accessories, and various related portable hand, electric and gas-powered tools.
5. Ability to measure, cut, drill, and determine correct angles to cut/fasten all types of wood and construction materials.
6. Ability to efficiently perform required carpentry maintenance, repair, and construction in all aspects of the municipal operations.
7. Ability to estimate, source, and procure the correct materials to complete small and medium projects from start to finish.
8. Ability to read and interpret work orders, blueprints, plans, and sketches and grade sheets, as well as understand verbal instructions, and maintain accurate records.
9. Demonstrates the ability to estimate carpentry repair projects and do take-off's for construction projects.
10. Demonstrates the ability to assign and supervise subordinates.
11. Excellent organizational skills and demonstrable ability to maintain records as required.
12. Knowledge of the rules and precautions necessary to prevent accidents in and around municipal facilities and equipment, and ability to comply with all pertinent WorkSafeBC and Occupational Health and Safety regulations.
13. Physically fit including strength, stamina, and co-ordination to perform heavy manual outdoor work in all-weather including climbing ladders/scaffolds and lifting and carrying heavy materials/objects.
14. Be responsible for maintaining and tidying shop areas and work sites.
15. Establishes and maintains effective working relationships with municipal officials and other employees.
16. Ability to maintain confidentiality of matters as required.
17. Proficiency and ability to use computer systems, mobile phones and applicable apps to perform job tasks and monitor job work orders.
18. Thorough familiarity and proficiency with Microsoft Office.
19. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Successful completion of the B.C. Apprenticeship Program and a valid BC or Interprovincial Journeyman Carpenter Trades Qualification (TQ) is required.
2. Five (5) years related work experience as a Journeyman (post TQ) carpenter, preferably in a building maintenance environment.
3. Minimum two (2) years' experience directly related to general facilities maintenance and construction.
4. Demonstrated training and work experience in current BC construction and maintenance safety requirements.
5. Valid Class 5 B.C. Driver's Licence.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

 Jeff Carter
 Director of Operations

 Date

 Norm McInnis
 Chief Administrative Officer

 Date