

Job Description

Carpenter

PURPOSE OF THE POSITION

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

The Carpenter is responsible for constructing and maintaining residences and buildings.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Carpenter is responsible for maintaining municipal residences and buildings. This includes building items such as furniture and stairs, making repairs to the internal and external structure and ensuring buildings are safe.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Maintain municipal buildings and facilities

Main Activities

- Inspect municipal buildings and facilities for needed services and repairs
- Perform minor electrical repairs
- Maintain doors, windows, furniture and other items
- Monitor and replace weather stripping
- Maintain building interiors and exteriors

2. Construct residences

Main Activities

- Lay building foundations
- Prepare for framing for cement
- Mix and pour cement
- Create cement forms
- Pour cement for stairs
- Frame the building including doors and windows
- Put up siding
- Put up drywall
- Finish the building and ceiling
- Put in flooring
- Finish the roofing
- Put in porches and grounds
- Put up scaffolding

3. Perform carpentry and other related services

Main Activities

- Build required items including specialty furniture
- Build stairs and other items
- Build other items as required
- Operate and maintain carpentry tools and equipment
- Assist with the delivery of other related municipal services

4. Perform administrative duties

Main Activities

- Keep a daily log of tasks
- Prepare a preventative maintenance schedule
- Supervise summer casual staff

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of carpentry and building maintenance
- ✓ knowledge of safe operation of basic hand and power tools
- ✓ knowledge of workplace safety and safe lifting and handling procedures
- ✓ knowledge of First Aid and CPR

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public interaction skills
- ✓ team building
- ✓ effective verbal and listening communications skills
- ✓ time management skills
- ✓ ability to read building specifications, blueprints and as-builds

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Carpenter would normally attain the required knowledge, skills and attitudes through completion of a Journeyman Carpentry Program combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Carpenter has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Carpenter will have to work in all weather, and must be prepared for both extreme heat and cold.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Carpenter must work outside in all different weather conditions including extreme cold and extreme heat. The Carpenter may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Carpenter may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Carpenter must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
General Manager's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.