



# *Provincial Job Description*

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***TITLE:***  
**(054) Carpenter**

***PAY BAND:***  
**15**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Construct, renovate and repair buildings and structures made of wood and other materials.**

***QUALIFICATIONS:***

- ◆ **Journeyman Carpenter certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication, organizational and interpersonal skills**

***EXPERIENCE:***

- ◆ **Previous: Nine (9) months post-ticket experience in an industrial/commercial/maintenance environment.**

## ***KEY ACTIVITIES:***

### **A. Construction / Renovation / Repair**

- ◆ Leads projects, including other trades and contractors.
- ◆ Reads and interprets blueprints.
- ◆ Designs construction and renovation projects (e.g., vanities, computer desks).
- ◆ Liaises with other trades to coordinate for major construction/renovation projects (e.g., wing renovation).
- ◆ Determines the products needed for the job (e.g., materials, supplier).
- ◆ Measures and orders required material.
- ◆ Performs project estimates including costing (e.g., material, labour, equipment).
- ◆ Constructs, installs, modifies and repairs (e.g., cabinets, shelving, handrails, furniture, bulletin boards).
- ◆ Frames and panels walls/ceilings.
- ◆ Installs ceilings, flooring, doors, windows.
- ◆ Finishes projects, where required (e.g., gypsum plaster board, plastics, laminates, plexiglass, aluminum, paints, stains, varnishes).
- ◆ Performs alterations, maintenance and construction of buildings (e.g., floors, walls, ceilings, windows, doors, concrete work).
- ◆ Performs preventative maintenance throughout the facility/region according to Approved Standards, where required by the job.
- ◆ Designs, modifies and builds custom furniture and appliances for clients/patients/residents (e.g., furniture, seats, steps, cup holders).

### **B. Locks / Door Hardware**

- ◆ Installs and replaces locks in cupboards, drawers, windows and doors.
- ◆ Installs and replaces panic bars, hinges, latches, doorstops or closures.
- ◆ Maintains accurate records of locks and keys associated with facility, where required by the job.

### **C. Related Key Work Activities**

- ◆ Repairs/sharpens tools and equipment.
- ◆ Maintains inventory and orders supplies.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Welding, where required by the job.
- ◆ Provides input into policies and procedures, where required by the job.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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