



# Provincial Job Description

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**TITLE:**  
**(173) Workshop Technician**

**PAY BAND:**  
**13**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Responsible for supervision of clients in a rehabilitative woodworking program to improve client's physical/emotional/mental condition. Provides instruction on techniques, equipment operation and safety.

**QUALIFICATIONS:**

- ◆ Journeyperson Carpenter certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Communication and interpersonal skills
- ◆ Organizational and leadership skills
- ◆ Ability to work independently

**EXPERIENCE:**

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

## ***KEY ACTIVITIES:***

### **A. Client Supervision / Instruction**

- ◆ Provides instruction on woodworking techniques, equipment operation and safety.
- ◆ Reports any deviation of client progress.
- ◆ Re-orientates clients to workplace.
- ◆ Assists clients to become familiar with equipment.
- ◆ Provides daily/weekly progress reports and attendance of clients to Occupational Therapist.
- ◆ Supervises clients in workshop and ensures all material and equipment are available.
- ◆ Ensures client is working in a safe environment.

### **B. Program Delivery**

- ◆ Assists Occupational Therapists with simulation project design.
- ◆ Selects and designs projects that are appropriate for the client therapy program.
- ◆ Under the direction of the Therapist, builds work simulation and woodworking projects to provide clients with a specific physical activity.
- ◆ Ensures clients wear protective clothing items.
- ◆ Ensures safety guards are on equipment.
- ◆ Instructs clients on proper use of equipment and tools.
- ◆ Instructs clients on proper body mechanics.

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

- ◆ Ensures clean work areas (e.g., removes sawdust and lumber cuttings).
- ◆ Maintains and repairs all tools and equipment.
- ◆ Prices work orders.
- ◆ Orders supplies and maintains inventory.
- ◆ Assembles new equipment.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*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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*Date: 2005*

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