



Provincial Job Description

TITLE:
(238) Carpenter & Locksmith

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ **Journeyman Carpenter certificate**
- ◆ **Locksmith Correspondence course**

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 coordinator 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, repairs, maintains, replaces tumblers and locks (e.g., cabinets, drawers, windows, doors).
- ◆ Picks and re-pins locks, where required.
- ◆ Orders and maintains a stock of keying material.
- ◆ Keys locks.
- ◆ 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:

SGEU:

SAHO:

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