



Provincial Job Description

TITLE:
(173) Workshop Technician

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for overseeing clients in a rehabilitative woodworking program to improve client's physical/emotional/mental condition.

QUALIFICATIONS:

- ◆ **Journeyman Carpenter certification**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Client Instruction

- ◆ Provides instruction on woodworking techniques, equipment operation and safety.
- ◆ Reports any deviation of client progress.
- ◆ Re-introduces clients to workplace.
- ◆ Provides daily/weekly progress reports and attendance of clients to Occupational Therapist.
- ◆ Oversees 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 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 11, 2018