



# *Provincial Job Description*

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***TITLE:***  
**(238) Carpenter & Locksmith**

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

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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

**Construct, renovate, maintain and repair buildings and structures made of wood and other materials incorporating new technologies and codes. Install and repair various lock and latch sets.**

## ***QUALIFICATIONS:***

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

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

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid driver's license, where required by the job**

## ***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, cup holders).

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

- ◆ Installs, repairs, maintains, replaces tumblers and locks (electronic, magnetic and keyed).
- ◆ 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. (e.g., Cabinets, drawers, windows, doors).
- ◆ Maintains accurate records of locks and keys associated with facility, where required by the job.

### **C. Infection Control**

- ◆ Constructs, maintains and removes hoarding to ensure negative air enclosure for renovations, alterations, mould control, asbestos control and general dust for the protection of employees and patients from any airborne dust and debris.

**D. 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.
- ◆ Processes work orders, maintains documentation and records.
- ◆ Ensures all work complies with CSA Infection Control Standards (hoarding).

*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:**

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**SGEU:**

**SAHO:**

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**Revision Date: June 05, 2013**