



IDENTIFICATION

Department	Position Title	
Infrastructure	Carpenter	
Position Number	Community	Division/Region
33-0616	Fort Simpson	Deh Cho

PURPOSE OF THE POSITION

The Carpenter performs carpentry work and carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings and works in the Fort Simpson Region.

SCOPE

Reporting to the Facilities and Maintenance Coordinator, this position is located in Fort Simpson and completes carpentry work in accordance with work orders, plans and specifications to ensure GNWT buildings and works are well maintained.

RESPONSIBILITIES

1. Complete carpentry work in accordance with work orders, plans and specifications to ensure Government buildings and works are well maintained by:

- Repairing or replacing exterior sheathing, drywall, flooring, ceiling, roofing, vapour and air barriers, and building insulation;
- Repairing or replacing doors, windows, cupboards and other components and fixtures, including caulking;
- Repairing or installing floor coverings (i.e. carpet, tile, cushion floor, etc.);
- Fabricating cabinets, shelving, and other building components in the carpentry shop;
- Installing insulation and air or vapour barriers;
- Jacking and leveling buildings and grading grounds for run-off;
- Construction minor capital projects, such as: sheds, porches and other small buildings;
- Repairing and replacing fencing, signs, park facilities, flagpoles, etc.;

2. Renovates GNWT buildings, in accordance with work orders, plans and specifications, by:

- Constructing partitions, walls and other building components;
- Building concrete forms according to plans and specifications;
- Mixing and pouring concrete to replace or repair floors, walls, foundations, and walkways, etc.

3. Inspects building structure and components to ensure building is in satisfactory condition by:

- Conducting regular preventative maintenance inspections of all structural building components, including roof, walls, floors, windows, doors and building interiors, in accordance with the Maintenance Management System;
- Diagnosing faults and identifying repairs required;
- Completing inspection reports.

4. Completes records for all maintenance and repairs to buildings, by:

- Identifying repairs required to complete jobs and compiling material lists;
- Completing work orders for all work assignments indicating materials used, work accomplished, and time required to complete jobs.

5. Performs other duties, such as:

- Coordinating workers in small settlements to accomplish carpentry tasks;
- Supervising and training casual staff;
- Cleaning carpentry shop, machinery and sharpening tools;
- Repairing furniture, minor finishing and touch-ups;
- Controlling the use of materials and supplies from the trades shop;
- Installing and repairing ceramic tile and plastic tub enclosures, applying silicone grouting;
- Assisting other tradesmen in emergency situations (i.e. following instructions of electrician during major power failures).

WORKING CONDITIONS

Physical Demands

This position sees hand, power tool and shop equipment operation for 4 hours per day as well as 1 hour involvement in lifting and loading equipment and supplies. The incumbent will work in confined spaces such as attics and crawl spaces for approximately 4 hours per week.

Environmental Conditions

The Carpenter will occasionally travel to small communities via an ice road and in small aircraft and in various weather conditions. Frequently, the incumbent will be exposed to loud noise from various power tools approximating 4 hours per day and will work in extreme cold or heat conditions occasionally.

Sensory Demands

Working with power and hand tools involves hand / eye coordination to make repairs approximating 4 hours per day.

Mental Demands

The Carpenter will be expected to duty travel to communities away from home on an occasional basis. Performing work orders requires incumbent to meet and confer with clients.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern building practices;
- Ability to use and work with the metric system;
- Ability to keep accurate records;
- Ability to read and follow plans and specifications;
- Ability to use a computer.

Typically, the above qualifications would be attained by:

- Certification as a Journeyman Carpenter and experience building in the north;
- Experience in repairing and renovating buildings;
- Experience in forming concrete.
- Experience in installing floor covering (i.e. carpet and tile etc)
- Class 5 Driver's License.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Choose a language

- Required
- Preferred