



IDENTIFICATION

Department	Position Title	
Infrastructure	Carpenter/Painter	
Position Number	Community	Division/Region
33-14541	Tuktoyaktuk	Facilities/Beaufort Delta

PURPOSE OF THE POSITION

To perform carpentry work and painting services along with carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings and works maintained by the Department of Infrastructure in the Inuvik region.

SCOPE

Reporting to the Maintenance Coordinator – Communities, this position is located in Tuktoyaktuk and completes carpentry and painting works in accordance with work orders, plans and specifications to ensure GNWT buildings and works are well maintained including inspection of exterior and interior fixtures as well as working with lock systems.

Scope of undertaken activities includes:

- Inspects and evaluates leveling of buildings and grounds for run-off and makes repairs to the foundation to ensure structure is stable.
- Assists in completing capital projects minor works and general painting tasks.
- Checks on work completed by contractors to ensure compliance with plans and specifications and the National Building Code.
- Completes records for all maintenance and repairs to all GNWT owned buildings works.
- Maintains a clean and safe working environment in the carpentry shop maintains control of shop supplies as well as assists other trades persons when required.
- Supervises and trains apprentices and casual staff.
- The Carpenter works regular hours plus overtime, traveling occasionally throughout the Inuvik Region.

RESPONSIBILITIES

- 1. 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.
- 2. 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.);
 - Erecting scaffolding, where necessary;
 - 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;
 - Constructing minor capital projects, such as: sheds, porches and other small buildings;
 - Repairing or replacing utilidor structures, supports, insulation and protective coverings;
 - Repairing and replacing fencing, signs, park facilities, flagpoles, etc.;
 - Installing, repairing and re-keying lock systems.
- 3. Renovates GNWT buildings, in accordance with work orders, plans and specifications, by:**
 - Constructing partitions, walls and other building components;
 - Building porches and erecting and repairing fences;
 - When requested by supervisor, checking on carpentry work performed by contractors to ensure compliance with plans and specifications and the National Building Code;
 - Inspects and certifies portable fire extinguishers on a monthly and annual basis.
- 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;
 - Fills in building inspection logs when required.
- 5. Repairs building foundations to ensure structure is stable, by:**
 - Building concrete forms, according to plans and specifications;
 - Mixing and pouring concrete to replace or repair floors, walls, foundations, and walkways, etc.

6. Performs other duties, such as:

- Covering for Settlement Maintainer as required;
- Supervising and training apprentices, casual staff and summer staff;
- Cleaning carpentry shop and machinery, and sharpening tools;
- Repairing furniture, minor finishing and touch-up;
- Controlling the use of materials and supplies from the trade shop;
- Installing and repairing ceramic tiles and plastic tub enclosures, and applying silicone grouting;
- Assisting other trades-people in emergency situations (i.e. following instructions of the Electrician during a major power failure);
- Installing drapes, venetian blinds, window deflectors, etc.;
- Repairing minor damage to drywall;
- Painting.

WORKING CONDITIONS

Physical Demands

The Carpenter will occasionally travel to small communities via an ice road. 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

Moderate stress may be experienced when travelling in small aircraft and in various weather conditions. Approximating 4 hours per day the incumbent will be exposed to loud noise from various power tools, as well as exposure to dirt and sawdust and strong smelling glue when working on floor coverings. Incumbent will seasonally work in extreme cold or heat conditions.

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. This role has an expectation of meeting clients to perform work orders.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern building practices;
- Skilled in repairing and renovating buildings and in finishing carpentry;
- Skilled in locksmithing (i.e., re-keying master lock systems, cutting keys, etc.)
- Ability to supervise and train apprentices and casual staff;
- 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;
- Three (3) years of experience in repairing and renovating buildings and in finishing carpentry;
- Two (2) years of experience in the carpentry trade and some experience in a cold weather environment
- Experience in locksmithing
- 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