



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Carpenter / Painter	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-14893	Fort McPherson	Facilities/Beaufort Delta

## **PURPOSE OF THE POSITION**

The Carpenter/Painter performs carpentry work and painting work and carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings in the Beaufort Delta and Sahtu regions, including assets owned by the Royal Canadian Mounted Police (RCMP).

## **SCOPE**

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

Inspecting and evaluating the leveling of buildings and grounds for run-off, the job holder makes repairs to the foundation to ensure structure is stable, and assists in completing capital projects minor work, and general painting tasks, in addition to inspecting exterior and interior fixtures and working with lock systems.

The Carpenter/Painter checks on work completed by Contractors to ensure compliance with plans and specifications and the National Building Code and completes records for all maintenance and repairs to all government owned buildings.

This position assists other trades person when required; maintains control of shop supplies; and maintains a clean and safe working environment in the Public Works workshop.

This position travels extensively within the Beaufort Delta and Sahtu regions and works regular hours plus overtime.

## **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;
- Inspecting and certifying 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;
- Provide backup services to the Department's ATIPP (Access to Information and the Protection of Privacy).

## **WORKING CONDITIONS**

### **Physical Demands**

Over 50% of time spent at substantial work such as climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, or handling. The position involves lifting from 10 to 25 Kg on a regular basis and heavier weights from time-to-time. The position involves outside work where temperatures are extreme for several months a year.

### **Environmental Conditions**

Over 50% of time this position is substantially exposed to fumes, extreme hot and cold temperatures, toxic chemicals, and infectious substances while maintaining and servicing buildings and systems. This position is required to work in confined spaces such as crawl spaces and attics. Appropriate Personal Protective Equipment (PPE) is required to be used in these situations.

### **Sensory Demands**

Over 50% of this position involves physical and observational skills in the repair of assets; hand/eye coordination to make repairs and replace parts.

### **Mental Demands**

The position causes a disruption of lifestyle when the incumbent is on 24 hour standby rotation, occurring occasionally throughout the year for a continuous period of 168 hours. Additional hours in standby rotation occur to ensure departmental coverage.

Travel to small isolated communities is required and takes place a minimum of twelve times per year and lasts 3 to 4 days per trip. Accommodation in small communities can lack typical hotel amenities and can add to the stress of travelling in small aircrafts and /or over rough winter roads to reach the intended destination.

Further mental demands are placed on the incumbent who, within the scope of service, carries a high degree of direct responsibility for the safety, security, and comfort of building occupants and is expected to manage client irritabilities and expectations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of northern building practices;
- Knowledge of relevant building codes, regulations, standards and materials;
- Knowledge and skill in repairing and renovating buildings and in finishing carpentry;
- Knowledge of 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;

### **Typically, the above qualifications would be attained by:**

- Certification as a Journeyman Carpenter and a minimum of 2 years of experience in the carpentry trade and some experience in a cold weather environment; AND,
- 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