

IDENTIFICATION

Agency		Position Title	
Housing Northwest Territories		Carpenter/Maintenance Technician	
Position Number	Community	Division/Region	
93-17824	Inuvik	Infrastructure Services/ Beaufort Delta District	

PURPOSE OF THE POSITION

The Carpenter/Maintenance Technician is responsible for inspecting, maintaining, repairing and performing carpentry work in Housing NWT (HNWT) owned and operated buildings, in accordance with HNWT and Government of Northwest Territories (GNWT) acts, regulations, policies and agency procedures to minimize breakdowns and to maximize the lifetime of facilities and other assets.

The Carpenter/Maintenance Technician is also responsible for providing technical and administrative support for the development of the delivery capability of assigned Local Housing Organizations (LHO) in the areas of maintenance and renovation. They will work in collaboration with HNWT's maintenance and technical teams.

SCOPE

Located in Inuvik, this position reports to the Manager, Maintenance Programs, located in Yellowknife. The incumbent would take general directions and assignments from the Manager but would be expected to work closely and collaborate with the Manager of Technical Services with the District Office.

This position, guided by policies and procedures in maintenance management and health and safety areas, is responsible for results and outcomes. The Carpenter/Maintenance Technician will be assigned carpentry and other types of preventative maintenance work, through the generation of work orders issued out of the various communities within the region. Repair work is either identified through preventative maintenance checks or through notification from the District Office or from any of the LHOs within the region.

When needed, the incumbent checks on carpentry work completed by contractors to ensure compliance with plans, specifications and governing codes. The Carpenter/Maintenance Technician also assists other trades people when required.

This position requires the incumbent to work in a computerized maintenance management environment and initiate, track, and update the status of work orders using a computer, on a daily basis. The incumbent will also support inventory management activities.

The duties of the position have an impact on the Local Housing Organizations, District Offices, and more importantly individual housing tenants.

RESPONSIBILITIES

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

- Conduct inspections of assigned building's structural components, including roof, walls, floors, windows, doors and building interiors.
- Complete and properly file inspection reports.
- Identify and complete assigned required carpentry repairs.
- Identify and mitigate any environmental concerns (including asbestos, lead paint, and mold) on HNWT owned assets prior to performing repairs.

2. Completes carpentry and maintenance work in accordance with work orders, plans and specifications, and ensures buildings and works are well maintained, including:

- Performing assigned general regular maintenance and repairs.
- Leveling buildings and grade grounds for proper run-off.
- Repairing or replacing exterior steps and landings, sheathing, drywall, flooring, ceiling, roofing, vapour and air barriers, tib surrounds, building insulation, etc.
- Performing painting tasks as required (interior and exterior).
- Repairing or replacing structures, supports, insulation and protective coverings, where applicable.
- Inspect, install, replace, repair and/or adjust exterior doors and door hardware, including overhead doors in maintenance shops.
- Inspect, install, replace, repair and/or adjust windows located interior and exterior of buildings.
- Repairs or replaces interior doors, cupboards and other components and fixtures, including caulking.
- Install window covering as required.

3. Completes required administrative duties such as work order data entry into CMMS, identifying and ordering material used for maintenance and repairs to buildings work and mobile equipment.

- Identifies supplies required to complete jobs and compiles materials lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
- Orders replacement supplies in consultation with supervisor.
- Creates and completes work order reports in the CMMS (Computerize Maintenance Management System) for all work assignments by indicating materials used, work accomplished, and time required to complete the jobs.
- Identifies any major repairs or renovations required to government assets in order to maximize their usage.

- Work closely with LHOs to record and track the use of materials and supplies from the maintenance shop.
 - Maintain a clean and safe working environment when using the maintenance shop.
 - Clean and tidy the area used in maintenance shop
 - Clean machinery after use and maintain and sharpen tools.
 - Compiles and maintains an inventory of materials in the workshop for assigned projects.
- 4. Reviews assigned carpentry work, performed under contract, to ensure compliance with plans, specifications and governing codes:**
- Review plans and specifications for assigned renovation projects.
 - Report on work carried out by contractors to ensure satisfactory performance and compliance with terms of the contract.
 - Identify deficiencies in workmanship and work with supervisor to have corrected.
 - Provide advice on the methods and equipment required to correct deficiencies.
 - Complete and properly file inspection reports.
- 5. Act as a liaison between the Local Housing Organization, the District Office and Headquarters to ensure that progress and issues are brought to the attention of the Supervisor and the Manager of Technical Services.**
- Actively participate in team meetings with Headquarters and District staff to determine priority work assignments
 - Communicate regularly with the Supervisor and Technical Manager to ensure any issues or concerns are raised in a timely manner
 - Work closely with Supervisor and Technical Manager to propose and agree on solutions.
 - Keep LHO management (LHO Manager and Foreman) informed on progress of assigned repairs and maintenance activities.
 - Work closely with the LHO maintenance team to coordinate use of the maintenance shop, tools, equipment and/or vehicles.
- 6. Maintain assigned vehicles and mobile equipment to ensure safe and efficient operation of the assets.**
- Keep assigned vehicles clean and tidy.
 - Reduce idling as much as possible.
 - Coordinate routine service checks such as changing oil and lubrication moving parts to keep assets in operation.
 - Obtains meter and/or mileage reading as required to monitor the wear and tear being placed on vehicles and equipment.
 - Reports accidents, incidents and abuse of equipment to supervisor to ensure the necessary claims can be filed.

WORKING CONDITIONS

Physical Demands

The incumbent will work at heights and in confined spaces such as roofs, attics, and crawl spaces. The incumbent will experience a moderate level of physical demands, which will include lifting, stretching, climbing, walking, standing and working in awkward positions for an average of five hours per day. Uses safety equipment such as goggles, masks, gloves, coveralls, safety boots, other special equipment may also be required. The incumbent operates hand and power tools and/or testing equipment.

A considerable amount of time is spent walking to and from work sites to inspect buildings and complete repairs in the community (4-6 hours per day).

Environmental Conditions

The incumbent will be exposed to loud noise from various power tools approximating 50% of the workday and will occasionally work in extreme cold or heat conditions; also required to work around hazardous material such as asbestos, lead, mold, and may take samples. The incumbent will experience a variety of weather conditions while driving to and around communities or working outdoors.

Constantly required to lift heavy materials, tools, and equipment, as well as work in awkward positions (4-6 hours per day).

Sensory Demands

Work involves hand/eye coordination to make repairs and replace parts, and intense listening and observational skills in the diagnosis of problems. Touching will be required in making repairs that are obscured from vision.

The incumbent works in unpleasant odors (ie: mechanical rooms, water and sewer storage rooms, steam/hot water, and chemicals); extreme cold or hot conditions; and in rooms with propane and oil fired appliances and boilers.

Mental Demands

This position may be called out at all times of the day and night, causing disruption to family life. Pressure from people in the community regarding repairs and unusual requests and complaints causes disruption in lifestyle and work schedule.

This position spends 60% of their time travelling to communities in various weather conditions in small aircraft and winter roads.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the National Building Codes and “Good Building Practices for Northern Facilities”.
- Ability to use and work in International System of Units (SI - the metric system) as many

tools and parts are in metric.

- Experience in operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets.
- Knowledge of the following codes, legislations and other documents related to building trades and the ability to reference and interpret individual items from the code books, legislation or other documents including the National Building Code, Canadian Electrical Code, Canadian Plumbing Code, Northwest Territories Fire Code, Workers' Safety and Compensation Commission (WSCC) safe work practices, Maintenance Management System Manual and various Equipment Operating Manuals.
- Knowledge and ability to carry out maintenance and repairs ensuring proper procedures with hazardous materials such as asbestos and lead.
- Knowledge of building construction, renovations, and maintenance systems.
- Ability to read and interpret blueprints, drawings and specifications for installation.
- Ability to read and follow plans and specifications.
- Knowledge of glazing tools, sealants, and safe glass handling procedures.
- Ability, knowledge and skills to work in a computer-based environment.
- Ability to use word-processing, spreadsheet and email programs (such as Microsoft Word, Excel and Outlook), as well as a variety of web-based software systems required to operate in the government environment.
- Ability to work in a team environment and collaborate with others.
- Knowledge in a variety of software programs to facilitate administrative work.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Certification as a Journey Certified Carpenter with 2 years' experience, including the following specific minimums: 1 years' experience in repairing, maintaining, and renovating buildings and in finishing carpentry.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class five Driver's License.

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

Indigenous language: Select language

☐ Required ☐ Preferred