



## **CARPENTER** **Operations Services**

**Position Title:** Carpenter

**Classification:** Trades 2 – NSUPE

**Job Summary:** The Carpenter contributes to the effective operation of the Physical Plants within the Halifax Regional Centre for Education and implements the principles of good energy management stewardship. Responsible for all carpentry work involved in installation, repair, preventive maintenance, upgrades and renovations to structural, architectural and finish building components on all buildings owned and operated by the HRCE. These duties include work requiring competence in carpentry, physical capability, troubleshooting and mechanical aptitude. The position reports to the Regional Manager and takes direction during shifts from on duty maintenance supervisors.

### **Competencies Required:**

The Carpenter shall have the following competencies;

- (a) A comprehensive knowledge of carpentry work involved installation, repair, preventive maintenance, upgrades and renovations to structural, architectural and finish building components;
- (a) The ability to work and communicate effectively within a team environment;
- (b) The ability to support and communicate effectively within the various sites, Operations Services Department, other Departments of the HRCE, and third parties including students, HRCE staff, parents, and outside entities;
- (c) The ability to organize and employ effective writing skills to effectively communicate within the HRCE and external service providers and to provide written and verbal reports as required;
- (d) The ability to prioritize in the scheduling of work requirements and react effectively to emergencies or other changes in the work environment that require immediate re-prioritizing of tasks;
- (e) The ability to maintain a high standard of service delivery ;
- (f) The ability to work within a team or individually, as required, with minimal supervision;
- (g) The ability to carry out, policies and procedures developed by the Operations Services Department and the HRCE;
- (h) The ability to read and interpret mechanical drawings, schematics and code specifications and diagrams for installation and repair of building systems and equipment;
- (i) A knowledge of applicable regulatory, building and trades guidelines and codes;
- (j) The desire and ability to engage in continuing education and skills upgrading;
- (k) The ability to understand and promote confidentiality as the norm;
- (l) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding and human rights;
- (a) Knowledge of applicable health and safety, regulatory, building and trades guidelines, procedures and codes;

### **Qualifications:**

- (a) Grade 12 High School Diploma or academic equivalent through educational programs such as General Educational Development (GED);
- (b) Certification of Qualification as a Carpenter recognized by Province of Nova Scotia;
- (c) Minimum (5) years experience in the trade with a minimum of two (2) years in a building maintenance environment;
- (d) Valid Nova Scotia driver's license and satisfactory driving record;
- (e) Physical and mechanical aptitude to perform a full range of maintenance and manual tasks.

**Specific Job Components:**

The Carpenter shall perform tasks as assigned by the Regional Manager or designate. These tasks may vary, from time to time, with the evolution of the organization and may include, but not be limited by the following:

- (b) Perform all types of carpentry work involved in construction, maintenance and repairs to structural/architectural woodwork and other structural/architectural components of school buildings including but not limited to counters, petitions, doors, windows, fit and install trim items, stairs, mouldings, hardware, ceiling tiles and grid work, floor tiles, etc.
- (c) Measure, cut, shape, assemble and join materials made of wood, wood substitutes and other materials;
- (d) Applications of sealants, silicones, caulking, roof patch, concrete patch, fire stop, wood fillers, primers, paints, stains, adhesives and other products as required to provide complete carpentry services and finished products;
- (e) Read and interpret blueprints, drawings and sketches to determine specifications and calculate requirements for materials and job scope. Makes recommendations and determines quantities and potential work time for proposed upgrades, installations, repairs and projects which assists with proper costing;
- (f) Carries out emergency, planned and preventative maintenance on all assigned equipment within the Centre and other apparatus as requested. Responds to emergency calls that are a result of mechanical/structural failure both during and after regular hours of work;
- (g) Responsible to assist other trades personnel and assume work duties on plant systems and equipment or perform various tasks normally designated to other department members when required;
- (h) Ensures that all work is done according to NS Department of Environment and Labour standard trade practices, industry guidelines, and provincial and local building codes;
- (i) Maintains appropriate records including equipment repair history, work orders, daily job card, vehicle records, test reports, and other related data;
- (j) Maintains assigned vehicle in an orderly manner and performs daily operational checks. Notifies and schedules through the supervisor annual vehicle maintenance;
- (k) Determines sufficient material inventory. Initiates ordering of supplies and replacement parts, including properly stocking vehicle and regularly recording of vehicle inventory;
- (l) Makes recommendations and determines quantities and potential work time for proposed upgrades, installations, repairs, projects and budgets which assists with proper costing; Liaisons with other consultants, contractors, inspectors, suppliers, and other departments on maintenance and project work;
- (m) Accurately completes and documents work orders prior to submission to supervisor. Provides written reports on any inspections and/or tests and makes recommendations to improve performance;
- (n) Maintains clean and orderly conditions in all working areas, including shop, vehicle and school sites;
- (o) Performs duties are performed in a fiscally responsible manner while observing all safety practices and regulations;
- (p) Performs risk assessment of all projects and maintains risk management protocols at all times;
- (q) Requires use of personal protective equipment appropriate for specific tasks;
- (r) Protects the confidentiality of student and Centre information;
- (s) Performs any other duties as required.

**Work Environment (Equipment, Demands, Hazards):**

- (a) Ability and dexterity in use of various manual and powered hand tools;
- (b) Must be able to use various equipment such as ladders, staging, and man lifts;
- (c) Occasional periods of high levels of physical exertion are needed. This includes heavy lifting (50+ lbs), climbing, crouching, balancing, reaching, stooping, carrying, working in confined spaces, above or below normal temperatures, etc.;
- (d) Working at times with very small areas, in areas of public access, and individually and with others;
- (e) Required travelling between various sites within HRCE using assigned vehicle;
- (f) Job requires predominately walking and standing. Normal work period is spent indoors with occasional outdoor periods;
- (g) HRCE identification must be worn and visible at all times during work shift;
- (h) Hours of work and terms of employment subject to Collective Agreement. Work evenings, days, and weekends as required.