

Class No.:	
Original Date:	
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Pay Group:	24

CLASS SPECIFICATION

Maintenance Worker 3 - Carpenter

NATURE AND SCOPE OF WORK

This is a Journeyperson level position that provides carpentry services for the University. An incumbent in this position is responsible for performing all types of carpentry work including repair, maintenance, minor renovations and inspecting University buildings, grounds and equipment for the purpose of discovering and/or identifying areas needing attention. The work is distinguished from that of a Maintenance Worker II by the level of knowledge, skills and abilities required and by the complexity of tasks performed. This position reports to the Manager, Facilities Operations, with day to day operational direction and guidance provided by the Facilities Supervisors.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs a variety of carpentry activities including repair, renovation and maintenance at a Journeyperson level.
- Inspects buildings and grounds from a Journeyperson Carpenter's perspective to ensure the campus facilities are in good repair. Identifies and resolves issues within area of responsibility or refers to others as appropriate.
- Identifying priorities and requirements for the Preventative Maintenance (PM) Plan, including items that need to be inspected and maintained for regulatory reasons.
- Providing estimated costs of labor and materials for renovations, upgrades and projects, which includes reviewing/preparing basic drawings, project drawings and specifications and making recommendations for improvements.
- General maintenance duties including Installation of ceiling tiles, suspended ceilings, wall coverings, resilient flooring, baseboards, doors, door hardware, cabinets, counters, corkboards, whiteboards, and a variety of other fixtures and fittings.
- Constructing millwork, cabinets and counters.

- Working collaboratively with individuals from a variety of departments and external contractors, including working with difficult or upset clients. Addressing concerns and providing excellent customer service.
- Compliance with and advocating that safety standards required by regulatory bodies are consistent with the assigned work.
- Maintaining an inventory of carpentry supplies for general maintenance.
- Preparing work orders and purchase requisitions; maintaining accurate records of work as required.
- Providing recommendations and suggestions for improvement on assigned building projects on campus. Working collaboratively with Staff, Faculty, Managers, and Contractors.
- Assists and oversees the work of staff engaged in similar work.
- Establishes and follows maintenance operating procedures and standards.
- Coordinates work with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Setting-up and maintaining woodworking machinery and the carpentry shop area.
- Ensures the carpentry workshop is tidy and well maintained, tools and other equipment are.
- Maintained to manufacturer's specifications.
- Identify equipment and tool requirements and recommend purchase.
- When working in various areas of the campus be sure at the end of the shift the work area is left clean and safe.
- Working knowledge of fire and safety hazards and precautionary measures related to the building and general maintenance trades.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan.
- Other duties assigned, as related to the work of the department.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the materials, methods, equipment, tools and procedures pertaining to the carpentry trade
- Working knowledge of the materials, methods, tools, equipment and procedures used in the painting, electrical, plumbing, and heating/air conditioning trades.
- Demonstrated ability to efficiently construct, remove, and relocate walls and doors, drywall and panelling, including dismantling existing structure and salvaging materials, safe and sustainable disposal of materials and equipment
- Ability to read and interpret blueprints and other instructions regarding construction, alteration, maintenance and repair projects including the ability to draw sketches of proposed projects.
- Must be able to work independently.
- Ability to establish and maintain effective working relationships with other employees, contractors, students and the general public.
- Ability to effectively provide a variety of information pertaining to carpentry to the campus community with courtesy, speed and using language relevant to the audience.
- Proven ability to trouble shoot and resolve related issues in conjunction with the assigned level of skill, ability and education.
- Strong communication and interpersonal skills are required to maintain top quality customer service standards.
- Ability to understand and carry out oral and written instructions.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities.
- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within Worksafe guidelines.
- Skill in the use of a variety of hand and power tools and equipment.
- Skill in manual dexterity.
- Willingness to maintain currency in the field and learn on the job is essential.
- Basic computer training and experience is required.

REQUIRED TRAINING & EXPERIENCE

- A valid Trades Qualification or an Interprovincial Trades Ticket (Journey person status)
- Three (3) years of directly related work experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Driver's Licence, Class 5.