
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Trades

Class Series: Carpenter

Grid: MA30

Class Title: Head Carpenter

I. Level Definition

Positions at this level spend the majority of the time performing skilled carpentry work at the journeyman level in the installation, construction, alteration, troubleshooting, maintenance, repair and/or service of structural elements, fittings and furniture, in compliance with applicable codes and regulations. Supervises designated Carpenters and Carpenter apprentices.

II. Typical Duties

- (1) Supervises designated Carpenters, Carpenter apprentices, as well as Maintenance Workers by performing duties such as scheduling and co-ordinating work assignments, inspecting completed work projects to ensure conformance with established standards, applicable codes and regulations. May, as required, provide work direction to other trade-related journeyman for work requests/projects. Evaluates employee performance and determines related training and orientation requirements. May establish and oversee a preventative maintenance program.
- (2) Reviews work requests and consults with user departments regarding specifications and other project requirements; interprets blueprints, drawings and specifications to determine the required materials and equipment; calculates materials and labour in estimating the cost of projects and makes recommendations as required.
- (3) Prepares for work projects by performing operational and safety risk assessments, arranges work schedules with user departments and assembles supplies, tools and equipment.
- (4) Designs, constructs and maintains woodwork, furniture, fittings and hardware by selecting, laying out, joining, assembling, erecting and/or dismantling materials; constructs, erects, installs and repairs structural elements conforming to applicable Building Code and By-Laws.
- (5) Maintains an inventory of supplies, equipment and tools; completes related reports and records; recommends purchase of related supplies and equipment.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Carpenter recognized by the Province of B.C. Four years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints, drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.