

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>Carpenter</b>
	Union / Non-Union: <b>UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: by qualification	Approval Date: <b>March 25, 2024</b>

**Position Job Description:     Carpenter**

**Position Overview:**

The Carpenter performs a variety of skilled or semi-skilled carpentry tasks associated with the operation, maintenance and repair of municipal equipment and infrastructure. Carpenter construct, install and repair structures and components of structures made of wood, wood substitutes and other materials by the County of Annapolis as and when required. The Carpenter reports to and receives direction from the Municipal Engineer and the Lead Hand. The Carpenter shall be a member of CUPE Local 4549.

**Job Responsibilities:**

The following is a general outline only of the duties and responsibilities involved in this position. It is not intended to be all inclusive or to limit the employee's opportunity to use his / her own initiative to expand capabilities beyond this scope in accordance with approved work or education training plans. It is also not intended to limit the employer's right to assign other reasonably related duties.

- Performs as directed preventive maintenance on assigned carpentry projects providing both verbal and written reports of tasks if so required.
- Assesses assigned tasks for labor, material and equipment needs. Takes necessary action to acquire the labor, material, and equipment. Maintains records and prepares reports regarding assigned tasks.
- Operates a variety of tools and equipment necessary for the completion of assigned tasks. This includes but is not limited to hand tools, power tools, compressors, etc.
- Ensures assigned work is completed in compliance with appropriate regulations, standards, and within accepted industry practice.
- Performs housekeeping chores to keep work area clean and in a tidy condition.
- Performs all duties in compliance with established safety practices, policies, and regulations.
- Performs other duties as assigned by supervisor
- Performs other unskilled tasks such as unfinished painting, cleaning and any manual skill task associated with maintenance and construction of municipal building facilities.
- Operates equipment such as trucks, power equipment and power hand tools as assigned and ensures the proper maintenance of equipment and tools by cleaning and carrying out daily inspection checks and refers defects and/or needed repairs to appropriate Supervisor or designate.

- Performs duties and wears proper safety equipment and clothing to ensure the safety of self, fellow employees and the public.
- Ensures safety for both self, other employees and the public by wearing proper safety equipment and operating all equipment and tools to the highest safety standards.
- Observe and record measurements by assigned supervisor
- Carry out such maintenance duties as required at municipal sites
  - Participate with other departmental staff in the development and documentation of operating and maintenance procedures
  - Perform a variety of safe and efficient manual labour related duties
  - Participate in basic safety training as required.
- Other reasonable related duties as may be assigned by the Municipal Services Manager or Lead Hand

### **Essential Criteria and Competencies**

#### **Minimum qualifications include:**

- Grade 12 or GED equivalent
- Good communication skills
- Have and maintain a valid NS driver's license (minimum Class 5 or Class 3 considered an asset)
- WHMIS 2015 (*training provided by employer*)
- First Aid (*training provided by employer*)
- Client-oriented service delivery
- Problem solving; decision making; critical thinking; job task planning and organizational skills
- Basic computer literacy including Microsoft Office
- Five or more years of experience in the construction or maintenance of structures and components of structures made of wood, wood substitutes and other materials.

#### **Competencies:**

- **Values Diversity** -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.
- **Communication** - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.
- **Achievement Motivation** - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.
- **Work Safety** - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected

by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

- **Duty of Loyalty** - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

### **Working Conditions**

This position is physically demanding and requires an individual who is able to do a number of physically demanding responsibilities on a daily basis. This position must:

- Be available for reasonable overtime;
- Work in the field at project sites, utility plants and municipal buildings;
- Be able to lift 23 kilograms / 50 pounds without assistance;
- Respond to urgent calls in adverse and variable weather circumstances.