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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**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.