

#1362549

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: UTILITYWORKER LEVEL II: CARPENTER

REPORTS TO: Foreman, General Building Maintenance

SUPERVISES: n/a

JOB SUMMARY: Is responsible for providing carpentry requirements for the Division including construction and general maintenance and repairs.

DUTIES AND RESPONSIBILITIES:

- repairs, replaces and/or installs doors, door frames, locks, flooring, roofing, windows, millwork, etc.;
- builds cupboards, shelving, and furniture;
- constructs walls and partitions and carries out general renovation requirements;
- estimates costs of construction and renovation projects and shop material requirements;;
- keeps records of time worked and relates time to work orders;
- assists other utility men as required;;
- keeps records of time worked, traveled or waiting by recording time on a daily time card and relating time on job to work orders;
- performs other duties as assigned.

QUALIFICATIONS:

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- high school diploma;
- Journeyman Carpenter's Certificate;
- 7-10 years prior related experience in the maintenance and repair of among other areas: cabinet-making and general building renovations;
- ability to understand and follow written and oral instructions;
- ability to communicate and work effectively with the Division staff members at all levels and with the public, special interest groups and local businesses;
- ability to work effectively under time pressures;
- ability to prioritize work assignments and plan schedules to optimize effectiveness;
- ability to work without direct supervision;
- able to work in an environment which exposes the worker to direct sunlight, exterior conditions, noise, dust, dirt, fumes, hazardous/poisonous chemicals, pesticides, pest traps, heavy equipment vibration, climbing ladders and exposure to sharp objects;
- able to wear and use safety equipment while performing the duties required for the position;
- must have and maintain a valid Manitoba driver's license;
- physically able to perform assigned duties.

Issued: August 29, 1994

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