



IDENTIFICATION

Department	Position Title	
Infrastructure	Apprentice Carpenter	
Position Number	Community	Division/Region
33-12824	Fort Smith	Facilities/South Slave

PURPOSE OF THE POSITION

The purpose of this position is to obtain the combination of education and work experience required to obtain journeyman certification. The required work experience will be obtained by assisting in carpentry work and carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings and works in the Fort Smith region.

SCOPE

Reporting to the Facilities & Maintenance Coordinator, this position is located in Fort Smith and performs carpentry work and carpentry preventative maintenance checks on all Government owned and occupied buildings and works in the Fort Smith region. This position assists in completing carpentry works in accordance with work orders, plans and specifications to ensure Government buildings and works are well maintained. This position also assists in completing capital projects minor works. The Apprentice Carpenter assists in reviewing work completed by contractors to ensure compliance with plans and specifications and the National Building Code.

RESPONSIBILITIES

- 1. Over the course of the Apprenticeship, the incumbent will learn to inspect building structure and components to ensure building is in satisfactory condition by:**
 - Conducting regular preventative maintenance inspections of all structural building components, including roof, walls, floors, windows, doors and building interiors, in accordance with the Maintenance Management System;
 - Annual fire prevention checks on all GNWT and GNWT-leased assets in the Fort Smith region;
 - Annual asbestos inspection on all GNWT assets in the Fort Smith region;

- Monthly playground equipment preventative maintenance check on all school playgrounds in the Fort Smith region;
 - Annual carpentry/paint/structural & preventative maintenance inspections on all GNWT assets in the Fort Smith region;
 - Diagnosing faults and identifying repairs required;
 - Completing inspection reports.
- 2. Over the course of the Apprenticeship, the incumbent will learn to complete carpentry work in accordance with work orders, plans and specifications to ensure Government buildings and works are well maintained by:**
- Repairing or replacing exterior sheathing, drywall, flooring, ceilings, roofing, vapour and air barriers, and building insulation;
 - Repairing and replacing doors, windows, cupboards and other components, and fixtures, including caulking;
 - Repairing or installing coverings (i.e., carpet, tile, cushion floor, etc.);
 - Erecting scaffolding, where necessary;
 - Fabricating cabinets, shelving and other building components in the carpentry shop;
 - Installing insulation and air or vapour barriers;
 - Jacking and leveling buildings and grading grounds for run-off;
 - Constructing minor capital projects, such as: sheds, porches, and other small buildings;
 - Repairing and replacing fencing, signs, park facilities, flag poles, etc.;
 - Installing, repairing and re-keying lock systems.
- 3. Over the course of the Apprenticeship, the incumbent will learn to renovate Government buildings, in accordance with work orders, plans and specifications, by:**
- Constructing partitions, walls and other building components;
 - Building porches and erecting and repairing fences;
 - When requested by supervisor, checking on carpentry work performed by contractors to ensure compliance with plans and specification and the National Building Code;
 - Inspects and certifies portable fire extinguishers on a yearly basis.
- 4. Over the course of the Apprenticeship, the incumbent will learn to complete records for all maintenance and repairs to buildings, by:**
- Identifying repairs required to complete jobs and compiling material lists;
 - Completing work orders for all work assignments indicating materials used, work accomplished, and time required to complete jobs.
- 5. Over the course of the Apprenticeship, the incumbent will learn to repair building foundations to ensure structure is stable, by:**
- Building concrete forms according to plans and specifications;
 - Mixing and pouring concrete to replace or repair floors, walls, foundations, and walkways, etc.

6. Over the course of the Apprenticeship, the incumbent will learn to perform other duties, such as:

- Cleaning carpentry shop and machinery, and sharpening tools;
- Repairing furniture, minor finishing and touch-up;
- Controlling the use of materials and supplies from the trade shop;
- Installing and repairing ceramic tiles and plastic tub enclosures, and applying silicone grouting;
- Assisting other trades people in emergency situations (i.e., following instructions of the Electrician during major power failures);
- Installing drapes, blinds, etc.;
- Repairing minor damage to drywall;
- Performing minor painting;
- Pumping water in the Spring season;
- Pump water in emergency due to water leaks, breaks in water pipes;
- Stand-by duties as required;
- Take surplus from other departments and record for sale;
- Maintaining all safety related equipment i.e. ladders, harnesses, first aid kits, eye wash stations, log books, vehicle travel kits, and vehicle fire extinguishers, etc.

WORKING CONDITIONS

Physical Demands

- Carries heavy tools and equipment, while standing or walking, crouching and bending. Equipment may include sheets of plywood, doors, etc. Uses hammers and other tools requiring strong upper body exertion. Lifts and loads equipment and supplies, works in confined spaces (attics, crawlspaces). Substantial intensity for 4-6 hours per day.

Environmental Conditions

- Exposure to loud noise from various power tools, such as table saw or hammers. Exposure to dirt, sawdust and strong smelling glue when working on floor coverings. Substantial intensity for 4-6 hours per day.
- Works in extreme weather conditions. There is dust in the summer, and freezing temperatures in the winter.

Sensory Demands

- Hand/eye coordination is required. Incumbent must always be focused when operating hand and power tools, and shop equipment. Moderate intensity

Mental Demands

- Occasional travel is required to perform work in the Fort Smith region. The incumbent will be required to attend school in Fort Smith or Alberta for at least one 8-week period per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Northern building practices.
- Ability to use and work with the metric system.
- Ability to keep accurate records.
- Ability to read and follow plans and specifications.
- Ability to use a computer.
- Ability to attend Trade Instruction Courses in Fort Smith or Alberta for at least one 8 week period each year.

Typically, the above qualifications would be attained by:

- Completion of English 10, Math 10, Science Grade 10 OR the equivalent.
- Successful completion of a Trades Entrance exam.
- Continued employment as an apprentice is conditional upon the successful completion of the required hours of experience, coursework and exam for each level in the apprenticeship program.
- Class 5 Driver's License.
- Related experience is an asset.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred