



IDENTIFICATION

Department	Position Title	
Infrastructure	Carpenter/Maintenance Technician	
Position Number	Community	Division/Region
33-0555	Hay River	Facilities/South Slave

PURPOSE OF THE POSITION

The Carpenter/Maintenance Technician is responsible for performing carpentry work and carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings and works in the South Slave Region. It is also responsible for the installation and maintenance of a variety of types of doors and windows, and performs locksmith duties.

SCOPE

Reporting to the Facilities and Maintenance Coordinator, this position is located in Hay River and completes carpentry and other various works in accordance with work orders, plans and specifications to ensure GNWT buildings and works are well maintained. Some examples include inspection of utilidors and playgrounds, and repair/replacement on exterior and interior fixtures (i.e. doors and windows, structural components) as well as working with lock systems.

RESPONSIBILITIES

1. Inspects building structure and components to ensure building is in satisfactory condition by:

- Inspecting and evaluating leveling of buildings and grounds for run-off and making repairs to the foundation to ensure structure is stable;
- 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 South Slave Region;
- Annual asbestos inspection on all GNWT assets in the South Slave Region;
- Inspecting carpentry work performed by contractors to ensure compliance with plans and specifications, the National Building Code, and health and safety requirements;
- Diagnosing faults and identifying repairs required;
- Completing inspection reports.

2. Provides technical support to Facilities Maintenance Coordinator and Project Officers on capital construction and renovation projects by:

- Assisting in completing capital projects minor works;
- Recommending improvements in designs, construction techniques and material used;
- Inspecting all carpentry aspects, including hardware, of new capital projects;
- Checking on work completed by contractors to ensure compliance with plans and specifications and the National Building Code;
- Reporting all deficiencies to the Facilities Maintenance Coordinator and Project Officer prior to substantial completion;
- Repairing carpentry deficiencies overlooked by major capital contracts.

3. Repairs building foundations to ensure structure is stable, by:

- Building concrete forms, according to plans and specifications for minor works;
- Mixing and pouring concrete to replace or repair floors, walls, foundations, and walkways, etc.;
- Constructing and replacing foundation pads, and leveling wedges;
- Exposing and sealing foundation waterproofing;
- Replacing or installing new exterior foundation finish.

4. Completes carpentry and maintenance work in accordance with work orders, plans and specifications, and ensures Government buildings and works are well maintained, by:

- Repairing or replacing exterior sheathing, drywall, flooring, ceiling, roofing, vapour and air barriers, and building insulation;
- Repairing or installing floor 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 or replacing utilidor structures, supports, insulation and protective coverings;
- Fabricating and installing architectural metals or related substitute products such as aluminum in glazing walls systems;
- Installing dock seals, bumpers, and weather stripping;

- Installing and repairing ceramic tiles and plastic tub enclosures, and applying silicone grouting;
- Performing regular maintenance and inspections. Making adjustments and replacing parts before they wear out, and lubricate equipment to allow proper functioning;
- Repairing minor damage to drywall; minor painting tasks.

5. Responsible for installation and maintenance of a variety of doors and windows, by:

- Inspecting, repairing, installing, replacing, troubleshooting, programing/reprograming, adjusting a wide variety of electric man-door hardware, including automatic openers/closers, automatic sliding doors, access controls, exit devices, electric strikes, electric locksets, key and exit switches and controls, magnetic locks and holders;
- Installing, troubleshooting, repairing, and servicing many types of overhead doors and door openers, including winding large, high power springs and assembling mechanical components or machine parts for overhead doors;
- Troubleshooting and programming electronic controls, sensors, limit switches, electrified door hardware etc. and able to disconnect and connect electrical components or equipment;
- Installing and servicing other types of mechanical doors, such as automatic sliding doors, remote-controlled gates, and rolling shutters;
- Troubleshooting and repairing electrical controls for overhead door operators, gate operators, automatic door closers, and electric door hardware;
- Installing and replacing a wide variety of glazing units including windows, doors, glazing walls, skylights, and other glass products for interior and exterior commercial buildings;
- Installing door frames, rails, steel rolling curtains, electronic-eye mechanisms, and electric door openers and closers, using power tools, hand tools, and electronic test equipment;
- Repairing or replacing doors, windows, cupboards and other components and fixtures, including caulking;
- Installing drapes, venetian blinds, window deflectors, etc.;
- Removing damaged glazing and installing new using proper fasteners, sealants and aluminum window part;
- Replacing worn, damaged, or defective mechanical parts.

6. Responsible for certified, scheduled inspection, installation and maintenance of school playground equipment in the region, by:

- Performing monthly inspections and maintaining records, as well as installing, replacing, servicing, repairing and maintaining playground equipment;
- Ensuring compliance with ASTM, CPSC and ADA regulations and manufacturers specifications;
- Repairing and replacing fencing, signs, park facilities, flagpoles, etc.;

7. Responsible for performing locksmith duties as required, such as:

- Interpreting lock specifications pertaining to blueprints, architectural drawings, schematics, and hardware schedules related to hardware;

- Ensuring correct installations of hardware by contractors in new assets and their functioning;
- Installing, repairing and re-keying lock systems;
- Developing key schedules and creating new key systems from key schedules for new assets and ensuring clients' security requirements as they relate to access control are met;
- Updating and backing up Best Master Keying Data Base information on a regular basis;
- Keeping stock and ordering equipment and materials to re-key or key an asset on short notice, and for regular maintenance requirements.

8. Responsible for maintaining schedules and records for all work, maintaining inventory of materials and supplies, and ensuring shop safety and upkeep, including shop tools and equipment:

- Identifies repairs required to complete jobs and compiles material lists;
- Creates a recommended schedule of work for approval by the supervisor, and implements Measures for and orders appropriate hardware and parts for a variety of projects and repairs,
- Completes work orders for all work assignments indicating materials used, work accomplished, and time required to complete jobs;
- Completes records for all maintenance and repairs to all GNWT owned buildings works;
- Orders replacement parts, supplies and materials for routine repair and maintenance, including measuring for and ordering replacement springs, door sections, and other parts;
- Orders correct operation replacement hardware and parts for playground equipment;
- Controls the use of materials and supplies from the trade shop, and maintains control of shop supplies;
- Maintains a clean and safe working environment in the carpentry shop;
- Cleans carpentry shop and machinery, and maintains and sharpens tools.

9. Responsible for assisting the supervisor and other staff as required:

- Supervises and trains apprentices and casual staff as directed;
- Assists other trades-people occasionally, as needed (i.e. following instructions of the Electrician during a major power failure).

WORKING CONDITIONS

Physical Demands

The incumbent will work at heights and in confined spaces such as attics and crawl spaces. The incumbent will experience a moderate level of physical demands, which will include lifting, stretching, climbing, walking, standing and working in awkward positions for an average of five hours per day.

Environmental Conditions

The incumbent will be exposed to loud noise from various power tools approximating 50% of the work day and will occasionally work in extreme cold or heat conditions; also required to work around hazardous material such as asbestos, lead, mold, and may take samples. The incumbent will experience a variety of weather conditions while driving to other communities or working outdoors. The position also performs work in the health centre, and strictly follows infection control protocols.

Sensory Demands

Approximately 50% of the work time involves the use of more than one sense simultaneously (i.e, sight and touch) while performing construction, installations, inspections and repairs.

Mental Demands

Duty travel to other communities in the South Slave Region is occasionally required, as is the need to occasionally work overtime at short notice. The incumbent will occasionally receive client complaints regarding buildings, equipment, etc. and will work in low-security Correctional Centres approximately on a biweekly basis.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the National Building Codes and “Good Building Practices for Northern Facilities”;
- Knowledge of the current Health and Safety Act and Regulations;
- Knowledge of proper infection control practices in health centers when completing maintenance and repairs;
- Knowledge and ability to carry out maintenance and repairs ensuring proper procedures with hazardous materials such as asbestos and lead;
- Knowledge of building construction, renovations, and maintenance systems;
- Ability to read and interpret blue prints, drawings and specifications for installation;
- Ability to read and follow plans and specifications;
- Ability to supervise and train apprentices and casual staff;
- Ability to use and work with the metric system;
- Ability to keep accurate records;
- Working knowledge in computer software applications (MS Work, Excel, Outlook, Adobe);
- Ability to communicate courteously and tactfully with clients.
- Knowledge of glazing tools, sealants, and safe glass handling procedures;
- Knowledge of electrical wiring and programming of overhead doors;
- Knowledge of and ability to wind large, high power springs and assemble mechanical components or machine parts for overhead doors.

Typically, the above qualifications would be attained by:

Certification as a Journeyman Carpenter with 7 years’ experience, including the following specific minimums: 3 years’ experience in repairing, maintaining, and renovating commercial

buildings and in finishing carpentry; 2 years' experience with various overhead and electronic door systems; 1 year experience locksmithing.

ADDITIONAL REQUIREMENTS

A Class 5 Driver's License is required.

Position Security (check one)

- ☐ 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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred