



IDENTIFICATION

Department	Position Title	
Infrastructure	Carpenter	
Position Number	Community	Division/Region
33-3523	Norman Wells	Sahtu Region

PURPOSE OF THE POSITION

To perform carpentry work and carpentry preventative maintenance checks on all Government of the Northwest Territories (GNWT) owned and occupied buildings and works in the Sahtu Region.

SCOPE

Reporting to the Maintenance Coordinator, this position is located in Normal Wells and completes carpentry works in accordance with work orders, plans and specifications to ensure GNWT buildings and works are well maintained including inspection of utilidors as well as completes repairs/replacement on exterior and interior fixtures as well as working with lock systems.

Scope of undertaken activities includes:

- Inspects and evaluates leveling of buildings and grounds for run-off and makes repairs to the foundation to ensure structure is stable.
- Assists in completing capital projects minor works.
- Checks on work completed by contractors to ensure compliance with plans and specifications and the National Building Code.
- Completes records for all maintenance and repairs to all GNWT owned buildings works.
- Maintains a clean and safe working environment in the carpentry shop maintains control of shop supplies as well as assists other trades persons when required.
- Supervises and trains apprentices and casual staff.
- The Carpenter works regular hours plus overtime, traveling occasionally throughout the Sahtu Region.

RESPONSIBILITIES

1. Inspects 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;
- Inspecting utilidor structures and supports;
- Diagnosing faults and identifying repairs required; and
- Completing inspection reports.

2. Completes 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, vapor and air barriers, and building insulation;
- Repairing or replacing doors, windows, cupboards and other components, and fixtures. including caulking;
- Repairing or installing floor coverings (e.g. 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 vapor 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;
- Repairing and replacing fencing, signs, park facilities, flagpoles, etc.; and
- Installing, repairing and re-keying lock systems.

3. Renovates 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; and
- Inspecting and certifying portable fire extinguishers on a yearly basis.

4. Completes 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; and
- Accounting for eight hours of work daily, plus any overtime hours.

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

- Building concrete forms, according to plans and specifications; and
- Mixing and pouring concrete to replace or repair floors, walls, foundations, and walkways, etc.

6. Performs other duties, such as:

- Supervising and training apprentices and casual staff;
- 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 (e.g., following instructions of the Electrician during major power failures);
- Installing drapes, venetian blinds, window deflectors, etc.;
- Repairing minor damage to drywall; and
- Doing minor painting.

WORKING CONDITIONS

Physical Demands

The incumbent will occasionally be required to travel in small aircraft and in various weather conditions. Between December and April, the incumbent may also be occasionally required to travel via ice road to small communities in the region.

The incumbent will operate hand and power tools, as well as shop equipment on a daily basis. Frequently, they will also be required to conduct their work in confined spaces (e.g. attics, crawl spaces).

Environmental Conditions

The responsibilities of this role will occasionally require working in extreme cold or heat (-50 or +50) conditions.

Sensory Demands

Working with power and hand tools involves hand/eye coordination to make repairs.

Mental Demands

The incumbent will occasionally be required to travel to other communities, including time away from home.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern building practices;
- Ability to supervise and train apprentices and casual staff;
- 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.

Typically, the above qualifications would be attained by:

- Certification as a Journeyman Carpenter;
- Three (3) years of experience in repairing and renovating buildings and in finishing carpentry;
- Two (2) years of experience in locksmithing (i.e. Re-keying master lock systems, cutting keys etc.);
- One (1) year experience in forming concrete.
- Class 5 Driver's License.

ADDITIONAL REQUIREMENTS

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 applies)

- 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