UNION JOB DESCRIPTION

JD414

JOB TITLE:	Maintenance Supervisor 3 - Carpenter	**JOB DESCRIPTION NO.:**	40136
CLASSIFICATION:	Maintenance Supervisor III ; Head Carpenter ; Transportation Attendant I	**GRID/PAY LEVEL:**	F MA37
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	13403; 18002; 19001
UNION:	HEU; UBCJ	**JOB/CLASS CODE:**	40136
PROGRAM/DEPARTMENT:	Facilities Maintenance & Operations,	**BENCHMARKS (If Applicable):**	13403; 18002; 19001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Cowichan District Hospital (Quw'utsun Valley Hospital)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone ; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate. For the majority of the time supervises designated lead hands, carpenters and trade-related journeymen, apprentices, labourers, and other designated staff and performs related administrative duties. Liaises with user departments, contractors, and other maintenance sections to ensure construction and maintenance projects are completed according to plan and budget. Performs skilled journeyman carpentry work in the installation, construction, alteration, maintenance, and repairs of structural elements, fittings, and furniture.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated lead hands, carpenters and trade-related journeymen, apprentices, labourers, maintenance workers, and other designated staff by performing duties such as scheduling and coordinating work assignments, inspecting completed work projects to ensure conformance with established standards, evaluating employee performance, and determining related training and orientation requirements.

2. Reviews work requests and consults with user departments regarding specifications and other project requirements; interprets drawings and specifications in order to determine materials and equipment required; estimates and calculates materials and labour requirements and costs.

3. Oversees day-to-day carpentry, project and construction operations and assignments to ensure work performed meets the applicable departmental, safety, and statutory codes, regulations, and standards; monitors expenditures and makes recommendations regarding the budget to Manager or designate.

4. Produces sketches, layouts, and specifications related to the trade for construction, renovation, alteration, and maintenance projects. Analyses minor projects by estimating and calculating cost estimates, including material and labour requirements. Monitors expenditures, comparing alternatives and recommending budgets, final project approval, and suitable materials for designs. Provides related assistance to Facilities Planning and Construction on major projects.

5. Prepares for work projects and construction by interpreting drawings, blueprints, and specifications in order to determine the materials and equipment required; arranging work schedule with user departments and by assembling supplies, tools and equipment; reviewing work to ensure adherence to building code, property code, time schedules, and other facility requirements and reports departure from codes and schedules to manager; supervising the work of outside contractors to ensure adherence to specifications and other facility requirements; maintaining a cost data bank for projects; and compiling and submitting detailed progress reports related to ongoing projects.

6. Oversees and updates standards and procedures and communicates policies and procedures to staff. Ensures departmental safety policies and procedures are observed.

7. Updates computerized Preventative Maintenance System records as required to ensure records are current; maintains appropriate activity logs; establishes and monitors preventative maintenance procedures for assigned areas.

8. Performs repairs to building structure and millwork. Responds to emergent conditions related to carpentry, lost door keys, damaged interior and exterior doors, and locks that require repairs by analyzing the level of repair required, carrying out the repair or calling in the appropriate staff to perform repairs.

9. Renovates areas of the building by removing, constructing and/or upgrading items such as partitions and doorways.

10. Designs, constructs and maintains items such as wood cabinets, drawers, shelves, counters, and patient aids.

11. Maintains an inventory of carpentry hand and power tools and supplies; completes related reports and records. Notifies Manager or designate of damaged items or items requiring replacement.

12. Supervises the work of outside contractors to ensure adherence to specifications and other facility requirements.

13. Operates a motor vehicle to visit other sites to conduct related work or provide assistance to staff and contractors.

14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Carpenter recognized by the Province of BC Five years' recent, related experience including two years in a supervisory position or an equivalent combination of education, training, and experience. Valid Class 5 vehicle license.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to supervise.
- Ability to organize work.
- Ability to read and interpret blueprints and drawings.
- Travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority.