UNION JOB DESCRIPTION

JD528

JOB TITLE:	Carpenter/Maintenance Worker V	**JOB DESCRIPTION NO.:**	40378/F.VI.18001i.001
CLASSIFICATION:	Carpenter	**GRID/PAY LEVEL:**	F MA27
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	18001
UNION:	HEU; BCGEU	**JOB/CLASS CODE:**	SI: 40378; CNI: 18001I
PROGRAM/DEPARTMENT:	Facilities Maintenance & Operations	**BENCHMARKS (If Applicable):**	18001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	HEU: VIHA SI: (VGH, RJH, SPH, QAC, LMH, GRH, GLH, ABH, PRH, DARS, Pandora, Seven Oaks Mental Health); VIHA CI: (Cowichan District Hospital (Quw'utsun Valley Hospital), NRGH, TGH, WCGH, TL, EP); BCGEU: The Summit at Quadra Village		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and 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, the Carpenter performs skilled carpentry work at the journeyman level in the installation, construction, alteration, troubleshooting, maintenance, repair and/or service of structural elements, fittings, and furniture in compliance with applicable codes and regulations. May perform preventative maintenance, demand maintenance, and project work approaching on a variety of facility equipment and systems. May supervise designated maintenance staff and/or contractors as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Reviews work requests and consults with client department regarding specifications and other project requirements; works from blueprints, drawings, technical instructions, service manuals and written and verbal directions in the construction and repair of structural elements, fittings and furniture.

2. Interprets drawings, blueprints and specifications to determine material and equipment requirements. Estimates material and labour requirements for renovations, new construction and repairs.

3. Designs, constructs, repairs and maintains building structures and assemblies such as roof, walls, ceilings, floors, stairs as well as wood, metal and concrete structures in accordance with building codes and other applicable standards.

4. Repairs, maintains and installs doors, windows and fixtures such as window blinds, bulletin boards, curtain tracks, handrails, washroom fixtures and dispensers.

5. Repairs, maintains and installs door, window and other hardware including latches, hinges, closers and locks. Responds to emergent conditions related to carpentry, lost door keys, damaged interior and exterior doors. Performs locksmith duties including lock repair, lock pinning and key cutting.

6. Performs project work by assisting trades journeymen with installing sinks, taps and toilets; extending, changing and insulating water supply, waste and heating lines; extending and installing low voltage and communications wiring; moving and installing major equipment; applying paint and other finishes by brush, roller and/or spray; removing and replacing coverings such as tiles, linoleum and carpets. Assists other Facilities Maintenance Operations staff, including performing maintenance worker duties, as required

7. Performs cabinet making duties including design, construction and repair of counters, cupboards, shelving and workstations. Repairs furniture such as desks, tables, chairs and filing cabinets.

8. Maintains an inventory of carpentry hand and power tools and supplies, and completes related reports and records. Notifies supervisor of damaged items and/or items requiring replacement. Prepares Purchase Orders in accordance with FMO Purchasing Policy.

9. Sets up maintenance requirements, schedules, manuals and safety standards on equipment; compiles reports concerning special projects such as energy conservation; maintains written records on all work done; maintains supplies and materials for work areas.

10. Maintains liaison with clients, consultants, and contractors to ensure that projects are completed as planned.

11. Reports to supervisory staff in a clear legible manner all/any unusual occurrences that could compromise patient, staff and visitor safety and comfort. Completes department incident reports as required.

12. May supervise designated maintenance staff and/or contractors by performing duties such as scheduling and coordinating work assignments, and providing related training and/or orientation

13. Complies with departmental safety routines, policies, standards, operational procedures WorkSafe BC regulations and attends departmental safety training and orientation on a regular scheduled basis. Ensures safety practices and procedures are adhered to. Maintains a clean appearance and safe orderly work area.

14. Operates a motor vehicle to drive to South Island sites to perform preventative, demand, and other related work, assist other maintenance staff and/or provide guidance to staff and contractors.

15. May be assigned to 'On Call' duties on a rotating basis.

16. Utilizes a personal computer and Microsoft Office applications including MS Word, MS Excel and Department specific programs to create and complete related work documents.

17. Handles and disposes of toxic wastes and hazardous substances as per FMO policy.

18. 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 British Columbia. Two years of recent related experience 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 read and interpret blueprints, drawings and specifications.
- Ability to organize work.
- Ability to operate related equipment.