

Carpenter II

DEFINITION

This is basic foreman level supervisory and journeyman level work in the trade of Carpenter.

An employee of this class, in addition to performing journeyman level work in the trade of Carpenter, organizes, assigns and supervises the duties of other journeyman and apprentices engaged in the trade and a number of sub-journeyman and semi-skilled assistants as required. Work of this class involves the maintenance, repair, alteration, fabrication and erection of all types of structures. Employees of this class will meet with trade contractors to explain required work, terms of the contract and will ensure that work performed complies with the contract and will ensure that work performed complies with the contract, costs estimates and applicable standards. Assignments are generally given in the oral form but may be accompanied by written instructions, sketches, blueprints, etc. The employee exercises a substantial degree of independent judgement and expertise, particularly when involved in the installation of structures and the inspection and acceptance of work done by others. Work is subject to inspection in progress and/or upon completion.

TYPICAL DUTIES*

Organizes, assigns, supervises and participates in the work of other journeyman and apprentices engaged in the maintenance, repair, alteration, fabrication and erection of various structures in shops and field locations throughout municipal facilities.

Cuts, shapes and finishes materials with hand and power tools such as saw, jointer, planer, router, sander and drill press.

Advises structural contractors as to the detail of specific contract requirements and inspects the contracted work to ensure it is performed to quality standards and in accordance with specifications.

Responsible for preparation of specifications for contracts with external contractors.

Meets with client department representative to discuss and assess work requirements.

Assesses quotes from contractors and reviews with supervisor.

Responsible for preparing all documentation for awarding of contracts.

Assembles cut and shaped parts using nails, screws, dowels, glue, etc.

Applies acoustic and thermal insulating materials as well as drywall, plaster, stucco related materials to walls and ceilings.

Builds and erects forms and pouring chutes for concrete.

Builds speciality items such as historical furniture, colonial boats, etc.

Repairs roofing surfaces with asphalt, tar, aluminium, and wood; installs flashing and vents; applies caulking and water-proofing compounds.

Cuts, fits and installs glass or plastic in door and window frames and other structures.

Builds and repairs cupboards, cabinets, picnic tables and other furnishings.

Installs and repairs tile, linoleum, baseboards and other flooring materials.

Rehangs doors, lubricates door closers, replaces broken or worn locks.

Sharpens saw blades, chisels and other tools.

Erects or alters partitions, blackboards, bulletin boards, etc.

Keeps minor records and performs simple administrative tasks.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, materials, tools and equipment of the Carpenter trade.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the techniques of project estimating, specification preparation and technical report writing.

Familiarity with the work of related trades.

Ability to plan, assign and supervise the work of subordinates.

Ability to understand and execute oral and written instructions, interpret blueprints, do layout work and calculate quantities of materials.

Skills in the use of a variety of hand and power tools and equipment of the trade.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Carpenter. Three years of experience at the journeyman level, including demonstrated supervisory potential. Completion of Level I Foremanship Training or an equivalent recognized by the City of Edmonton; the incumbent must successfully complete Level II Foremanship Training upon appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0054			

Last Updated:	1991-08 (qualifications updated)
Previous Updates:	1990-01 (contract inspections), 1984-10 (qualifications updated)
Originated:	1980-12