

Job Information

Job title	Certified Carpenter II	Job Code: CERCA2	Pay Grade: M
Title of immediate supervisor	Supervisor- Public Works		
Department/Division	Engineering / Public Works		
Prepared by	Reuben Hubbard		
Date Created	Mar 24, 2023	Revised date	

Job Purpose

Performs technical and manual tradesperson work. Trains, leads and directs crews of skilled and semi-skilled workers performing carpentry, concrete, construction and maintenance tasks on above and below ground infrastructure.

Duties and Responsibilities

- Plans, assigns, directs, inspects, supervises and assists in the work of employees engaged in one or more of the following: carpentry, concrete forming and finishing, construction of new and maintenance of municipal assets which require the attention of a certified tradesperson.
- Reviews and interprets construction plans, assists with preparation of cost estimates and determines construction methodology for planned and future projects.
- Constructs and finishes carpentry/joinery at the journeyman-level for all Public Works Sections.
- Builds and performs repair, maintenance and construction of above and below ground infrastructure such as bridges, barriers, manholes, chambers, vaults, concrete curbs/gutters and sidewalks.
- Performs framing, forming, placing, and finishing concrete
- Installs street furnishing (benches, litter bins, bus shelters, etc), pedestrian foot bridges and culvert structures.
- Requisitions materials and oversees equipment and contracted services required for projects undertaken.
- Coordinates and ensures all advanced utility calls are made prior to work taking place.
- Follows all applicable safe work practices, policies and procedures; directs and trains work crews to follow all appropriate municipal and WorkSafeBC safety regulations to ensure the safety of staff and the public
- Inspects worksites regularly for efficient work practices and procedures and adherence to Municipal specifications.
- Responds to and investigates complaints from the public and takes corrective action.
- Sets and establishes grades and layouts for various construction projects.
- Participates in pre-planning sessions with other stakeholders to ensure coordination of work to meet timelines for projects.
- Creates and reviews traffic management and traffic control plans for various worksites.
- Records and maintains a variety of data and information to track operations, and prepares reports, using paper and electronic formats.
- Assists in the preparation of employee performance appraisals.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Certificate of Qualification and Certificate of Apprenticeship in Carpentry.
- Five years of field experience including the Apprenticeship experience, including 2 years of supervisory experience directly related to carpentry on municipal assets, concrete work and smaller structures (bridge maintenance and repair).

- Supervisory skills training is an asset
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Traffic Control Person Certificate

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works indoors and outdoors.