

The University of Winnipeg  
Class Specification

Revision Date: April 23, 2007

Classification: Carpenter

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Unit: I.U.O.E.

CHARACTER OF THIS CLASSIFICATION LEVEL

The Physical Plant Department is responsible for the entire physical facilities of the University, including all buildings and grounds, furnishings and fixed equipment.

In positions at this level, incumbents perform all duties of a Journeyman (M/F) Carpenter under direction from the Assistant Director of Physical Plant.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Under direction from the Assistant Director, consults with departments/units, determines what is required, designs products and estimates cost of completion dates.
2. Adapts, repairs and restores furniture, woodwork, facilities and fixtures.
3. Renovates areas by removing, renovating and/or installing walls, floor structures, ceilings, facilities and fixtures. Works in conjunction with other Plant trades on selected special projects as assigned.
4. Designs, constructs, and installs a variety of items including: shelving, cupboards, display cases and counters.
5. Prepares cost estimates of individual jobs and assists with cost estimates of major projects.
6. Works in cooperation with and assists the Utility Worker/Locksmith in cutting keys, and installing and repairing locks, in conjunction with external locksmiths.
7. Prepares and installs wood and bronze letter signage and assists in production/installation of acrylic and other signage as required.
8. Performs functions of a glazier when necessary, including installing and repairing windows.
9. Supervises any staff assigned to carpentry projects.
10. Maintains workshop and work areas in a clean and safe condition.
11. Is responsible for security, maintenance and repair of all tools and equipment.
12. Assists in evacuations, according to procedures, in a safe and responsible manner, whenever necessary.
13. Performs other related duties as required or assigned.

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QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) performance are:

- |                           |   |
|---------------------------|---|
| Level of Formal Education | <ul style="list-style-type: none"><li>- High school completion or acceptable alternative</li><li>- Must possess a valid Certificate of Qualification as a Journeyman Carpenter (M/F) or Journeyman Cabinetmaker (M/F), issued by the Manitoba Department of Labour</li><li>- Must be familiar with applicable sections of the Building Code</li><li>- Must have a thorough knowledge of trade standards and material/product applications applicable to the Carpentry and Cabinetmaking/Millwork trades</li><li>- Must have a thorough knowledge of tools and equipment applicable to the Carpentry and Cabinetmaking/Millwork trades</li></ul> |
| Experience                | <ul style="list-style-type: none"><li>- At least five years of directly related experience, including proven experience in each of: Rough Carpentry, Finish Carpentry, Cabinetmaking/Millwork and steel stud and drywall erection</li><li>- An acceptable equivalent combination of education and experience may be considered</li></ul>  |
| Skills and Abilities      | <ul style="list-style-type: none"><li>- Must be able to perform all work related to the trade independently</li><li>- Must be able to read and understand building blueprints and design shop drawings</li><li>- Must be able to supervise others and communicate effectively both verbally and in writing with all students, staff and the public</li><li>- Must be able to handle and operate all tools, equipment and products in a safe manner necessary for the performance of duties</li></ul>  |
| Physical Requirements     | <ul style="list-style-type: none"><li>- Must be able to lift and transport heavy items without accident or injury (up to 50 lb.)</li><li>- Must be able to access all areas of the University grounds and buildings</li><li>- Must be capable of performing the duties as assigned</li></ul>  |

This class specification is intended to illustrate the characteristics of this classification level and should not be

interpreted as a description of any one individual position within this classification level.