

Carpenter – Subsidiary

4

APS Benchmark Listings

Sub.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Carpenter 2 (Point Range 228 - 268)												
004	045CA11	Arts, Culture & Status of Women	Restoration Team Lead	D+	I	1	152	29	43	R1	50	245
Carpenter 1 (Point Range 192 - 227)												
004	044CA25	Infrastructure	Carpenter	D	I	1	132	29	38	R1	43	213

Last Review / Update: May 2024

Subsidiary 4

Benchmark Evaluation - 045CA11

Identification Section

Working Title:	Restoration Team Lead
Department:	Arts, Culture and Status of Women
Division, Branch/Unit:	Heritage/Historic Resources Management Branch/Conservation and Construction Services
Reports To:	Head, Conservation & Construction Services
Levels to D.M.:	5
Job Description:	045CA11
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Carpenter
Job Code:	045CA - Carpenter 2

Comments on Role

The position ensures historic resources owned and administered by the Department are adequately maintained and their conservation aligns with the requirements of the *Historical Resources Act*, the Standards and Guidelines for the Conservation of Historic Places in Canada, and other Department policies and priorities.

Reporting to the Head of Conservation and Construction Services Program (CSS) and working in close collaboration with CCS's Heritage Conservation Technologists (HCTs), the Restoration Team Lead is responsible for the planning, execution, and inspection of assigned conservation (preservation, restoration, rehabilitation) and maintenance carpentry and related projects. It provides direction and guidance to the in-house crew, contracted resources, and volunteers engaged in the assigned conservation and maintenance of historic buildings and their landscapes.

The position manages the CCS's restoration workshop located at the Ukrainian Cultural Heritage Village and oversees the use of contemporary and traditional tools, equipment, and techniques for the conservation of building elements, their finishes, and landscapes.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+ I 1 152	29% 43	R1 50	245

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

The position requires a journeyman carpentry certification and related experience in traditional and

modern building methods, structures including conservation of historical buildings and sites. Knowledge of period crafts in carpentry, joinery, hewing, and other related constructions methods, and related tools and equipment is necessary to train and/or demonstrate use and safety to staff and/or volunteers. Also requires a knowledge of accepted conservation standards, principles and practice governing the work. The push (+) recognizes specialized skills and knowledge necessary for the variety of project work assigned.

Complexity and Diversity:

The position utilizes planning and coordination skills in the oversight and execution of conservation (preservation, restoration, rehabilitation) and maintenance of historical buildings and sites. Provides direction and guidance to work crew, volunteers, and contractors on conservation practices.

Human Relations Skill:

For the most part, the main purpose of the work is carpentry. Communication skills are for the purpose of exchanging functional information when providing clarity and direction and has limited focus on supervision.

- **Creativity/Problem Solving:**

The position is guided by an established framework of conservation principles, practices, standards, and varied priorities and time frames. A rating of “29%” is appropriate as the position has the latitude to work within this framework and is relied upon to use its trades knowledge and skills to plan and determine the appropriate conservation construction practices, techniques, supplies and equipment to be used to accomplish a diverse range of approved projects. There is opportunity for creativity to resolve unexpected situations encountered during restoration projects. The position was not rated “33%” as solutions found within a defined framework within the scope of the trade. Situations outside approved project scope, or conservation standards are referred to the supervisor (Head) and/or HCT.

- **Responsibility:**

Service delivery role responsible for the day-to-day operation of the restoration crew ensuring historic resources are maintained and meet conservation standards.

Last Reviewed: May 2023

Subsidiary 4 Benchmark Job Description - 045CA11

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Head of Conservation and Construction Services Program (CSS) and working in close collaboration with CCS's Heritage Conservation Technologists (HCTs), the Restoration Team Lead is responsible for the planning, execution, and inspection of assigned conservation (preservation, restoration, rehabilitation) and maintenance projects.

The position has a supervisory role for the in-house trades personnel and appraises their performance. It also provides direction and guidance to the in-house crew, contracted resources, and volunteers engaged in the assigned conservation and maintenance of historic building and their landscapes.

The position manages the CCS's restoration workshop located at the Ukrainian Cultural Heritage Village and oversees the use of contemporary and traditional tools, equipment, and techniques for the conservation of building elements, their finishes, and landscapes.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Historic resources owned and administered by the Department are adequately maintained and their conservation aligns with the requirements of the *Historical Resources Act*, the *Standards and Guidelines for the Conservation of Historic Places in Canada*, and other Department policies and priorities by:

- Assisting the assigned HCT with the monitoring and inspection of the extant condition of building and site components, their materials, and their finishes and providing a list of maintenance needs and conservation deficiencies on a regular basis.
- Analysing and reviewing the maintenance needs with the CCS team, advising on the priority of work, time, workforce, and supplies required for their repair and remedy.
- Developing project scope, work schedule, and material, equipment, and other resource needs for assigned projects and executing the approved intervention based on approved design, accepted conservation standards, and established practices.
- Ensuring appropriate conservation treatments are selected for buildings and sites based on their history, extant materials, and condition.
- Determining and utilising appropriate trades and crafts for execution of the approved projects.
- Establishing and maintaining a record of monthly and annual work planned, scheduled, and completed.
- Providing workforce, material, and equipment estimates for weekly, monthly, and annual work schedule planning and budget forecasting.
- Monitoring available budgets, materials, and equipment requirements.

CCS Program Area's restoration workshop located at the Ukrainian Cultural Heritage Village is properly maintained and its resources are readily available for use by Department staff by:

- Determining, procuring, and managing necessary supplies, materials, equipment (includes but not

limited to fleet vehicles and implements), and tools for any given work period.

- Ensuring that adequate supplies and materials are available for expected projects and site activities and managing their sourcing, purchase, proper storage, and inventory after obtaining necessary approvals.
- Establishing and maintaining an inventory of all equipment and tools and ensuring their adequate maintenance, good operating condition, and compliance with all safety regulations.
- Ensuring department staff are able to borrow and that they return equipment and tools from the workshop in good operating condition.
- Ensuring equipment users receive the necessary safety training for the safe operation of tools and equipment.
- Reporting any defects and deficiencies that may affect the performance of equipment and tools and managing their repair, upgrade, or replacement after obtaining appropriate approvals.

Work of the in-house crew, contracted resources, and volunteers conforms to accepted conservation principles and practices by:

- Supervising, directing, and appraising the execution of work of department staff, contractors, and volunteers, ensuring their understanding of the work context and objectives and that the completed tasks are in compliance with project design, accepted conservation standards and practices, and other department policies and priorities.
- Establishing and maintaining daily work schedules and monitoring their execution.
- Selecting and procuring appropriate supplies, materials, and tools based on project needs and requirements and ensuring their proper use.
- Providing training and demonstration of period crafts in carpentry, joinery, hewing, and jointing of logs, thatching, shingling, bricklaying, concrete work, and other techniques related to traditional and modern construction methods.
- Assigning work to staff that suit their skill sets, experience, and abilities.
- Appraising performance of direct reports and completing performance reviews.
- Ensuring work is performed in accordance with accepted conservation principles and department standards.

Seasonally operated historic sites within the Division are maintained and safe for public visitation and meet the requirements of the *Occupational Health and Safety Act* by:

- Assisting HCTs with assigned site opening and closing activities along other program areas within the department.
- Assisting the assigned HCT with monitoring and inspection of site conditions and establishing and maintaining a list of safety concerns, maintenance needs, and conservation deficiencies.
- Advising the Program Head of any safety concerns or deficiencies that may prevent safe access to the sites.
- Implementing approved mitigative interventions to ensure safe access to the sites by staff and the public is maintained.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position is responsible for the day-to-day operation of the program area's restoration work crew and

ensures historic resources owned and administered by the Department are adequately maintained and that their conservation aligns with Department policies and priorities.

Typical problems solved:

Reporting to the Head of Conservation and Construction Services Program (CSS) and working in close collaboration with CCS's Heritage Conservation Technologists (HCTs), the position is responsible and accountable for the planning, execution, and inspection of assigned conservation (preservation, restoration, rehabilitation) and maintenance projects. The position assists other program areas within the department with assigned tasks and work request.

Types of guidance available for problem solving:

The conservation (preservation, restoration, rehabilitation) of an historic structure is a complex and involved exercise requiring input from many disciplines; however, in the end, it is the skill with which the conservation is executed that makes it credible and hence valuable as an educational tool. This is the task that falls to this position and their direct reports under the guidance of Head, Conservation and Construction Services and the program area's Heritage Conservation Technologists. The position works on a diverse and complex range of sites, site elements, and structures - everything from a simple pigpen to an opulent house or a huge industrial complex.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

This is skilled journey person and/or supervisory work performed in connection with the maintenance, renovation, alteration, repair and fabrication of structures and equipment. Work may involve coordinating and monitoring the work of contractors to best utilize their services to supplement in-house resources.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- Interacts daily with the In-house Crew- supervises, assigns tasks, reviews performance, manages time, provides advice and training.
- Interacts daily with volunteers (during sites opening season) - supervises, assigns tasks, reviews performance, manages time, provides advice and training.
- Interacts daily with contracted resources (during the contracts) and assists assigned HCTs with supervising, reviewing performance, providing advice and training.
- Interact with CCS Team including Program Head (weekly) and HCTs (daily)- provides advice, assists with inspection and monitoring, provides input into project needs (supplies, equipment, workforce, etc.), provides input into conservation approaches, completes assigned tasks.
- Interacts with other department staff from other areas (daily/weekly/monthly)- with prior approval of the Head CCS, assists with requests.

Supervision Exercised

The position has a supervisory role for the in-house trades personnel and appraises their performance. It also provides direction and guidance to the in-house crew, contracted resources, and volunteers engaged in the assigned conservation and maintenance of historic buildings and their landscapes.

Subsidiary 4

Benchmark Evaluation - 044CA25

Identification Section

Working Title:	Carpenter
Department:	Infrastructure
Division, Branch/Unit:	Property Division, Property Management Branch
Reports To:	Facility Coordinator
Levels to D.M.:	6
Job Description:	044CA25
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Carpenter
Job Code:	044CA - Carpenter 1

Comments on Role

The carpenter, as a certified journeyperson level trade, performs a range of repairs, renovations, maintenance, and some new construction (or demolition) activities essential to the operation and maintenance of assigned government building(s). The position works in concert with other trade staff positions and contractors. The position monitors contractors ensuring standards are met and work is conducted in accordance with safety and other applicable regulations and guidelines.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D 1 132	29% 38	R1 43	213

Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- The “D” rating reflects the application of content knowledge within the scope of a skilled full working tradesperson requiring a journeyperson carpentry certification and related experience applicable to the assigned facility. Knowledge of codes, standards, legislation, policies and guidelines and safe operating procedures is required.

- **Complexity and Diversity:**

- The position plans, prioritizes and coordinates activities relevant to the operational and maintenance requirements within its assigned facility. The position also monitors and reviews work provided by contractors as required.

Human Relations Skill:

The rating of “1” recognizes that communication skills are for the purpose of receiving direction and exchanging information.

▪ Creativity/Problem Solving:

Reporting to the Facilities Coordinator, the position works within an established framework of legislation, regulations, codes, and standards. The position independently performs duties requiring journeyman level carpentry trade certification within the assigned facility, including repairing, renovating, maintaining (e.g., equipment, furniture, doors, dry wall, ceiling tiles etc.). The position requires the application of judgment to determine the appropriate solution within established standards and procedures to situations encountered when carrying out responsibilities. The position coordinates work with other trades as necessary, prioritizes and responds to work orders appropriately. The 29% recognizes the position is the go-to for carpentry applying knowledge and creativity to diverse requirements within its assigned location.

▪ Responsibility:

Service delivery ensuring operation and maintenance of building/facility carpentry needs.

Last Reviewed: May 2023

Subsidiary 4 Benchmark Job Description - 045CA25

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This position performs renovations, maintenance, and some new construction activities essential to the effective and efficient operation and maintenance of the assigned facility, with responsibilities requiring journeyman level carpentry trade certification. The Carpenter repairs equipment, furniture, door hardware, code cylinders, and locks, as well as maintaining an inventory of relevant materials, supplies, equipment, and furniture. In addition, this position monitors the progress of contractors and compiles information for project tenders as required. Reporting to the Facilities Coordinator, the Carpenter functions within applicable legislation, regulations, policies, guidelines, and standards.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Repair, maintenance, renovation, and manufacturing activities requiring carpentry services are performed within the assigned facility in accordance with established policies, guidelines, and standards:

- Repairs and maintains doors, door hardware, furniture, and building structures.
- Performs renovations of boardrooms, offices, and washrooms.
- Manufactures cabinets, counters, tack boards, specialty furniture, and other related items as directed by Facility Manager.
- Replaces broken glass.
- Demolishes offices and other areas prior to new construction.
- Repairs carpet, tiles, flooring, and suspended ceilings.
- Applies work processes and procedures to maintain dignity and integrity of historic construction as applicable.

An inventory of carpentry-related supplies is maintained:

- Monitors use of supplies.
- Orders supplies as required.
- Maintains excellent condition of hand and power tools used in the carpentry trade.

Project contracting processes are provided with support and the work of maintenance contractors is monitored:

- Establishes requirements for carpentry contracted resources associated with larger scale projects.
- Assists with preparation of project specifications and participates in tendering process.
- Monitors performance of contractors, ensuring standards are met and work is conducted in accordance with safety and other applicable regulations and guidelines.

Administrative and other services are provided in support of facility operations and maintenance:

- Maintains current and accurate records of products, projects, locations, and vendors associated with work performed.
- Assists supervisor and other trades as time permits.
- Basic Locksmithing activities required.
- Utilize the Facilities Maintenance System (FMS) and Work Order Reporting System (WORTS).

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Working within a team environment, this position independently performs a range of journeyman level carpenter activities within the assigned facility. The Carpenter displays initiative, judgement, and personal direction when carrying out responsibilities. This position must be able to coordinate work with other trades as necessary, prioritize and respond to work orders appropriately, anticipate potential issues, and provide solutions within established standards and procedures to avoid problems and delays in relation to services provided. Issues or situations outside established policies, directives, and guidelines or without clear precedent are discussed with the supervisor. Recommendations for changes to operational policies and processes or with major resource allocation or financial implications are also referred to the supervisor.

Knowledge, Skills, and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Qualifications:

- A journeyperson level carpentry trade certification is required.

Knowledge:

- Government business plans, goals, strategies, and priorities as they relate to the Ministry and work area.
- Building maintenance practices and approaches, including the relationship of other trades to carpentry work.
- Safe operation and maintenance of carpentry hand and power tools (e.g., saws, drills, planes).
- Relevant provisions of legislation, regulations, directives, and policies (e.g., *Occupational Health and Safety and WHMIS regulations, First Aid and CPR standards, Code of Conduct and Ethics, Freedom of Information and Protection of Privacy Act*).
- Relevant information and tracking systems and business productivity tools (e.g., Microsoft Office, internet).

Skills and Abilities:

- Communication and interpersonal skills to interact positively with facility users, clients, contractors, and co-workers.
- Organizational and time management skills, including ability to prioritize multiple and competing requests for action.
- Problem solving skills.

- Accurately estimate carpentry resources needed to complete larger scale projects.
- Plan and coordinate multiple activities under time pressure.
- Monitor work provided by contractors.
- Demonstrate initiative, sound judgment, creativity, flexibility, and attention to detail and accuracy.
- Demonstrate commitment to confidentiality, tact, diplomacy, client service, and continuous improvement.

Contacts

(The main contacts of this position and the purpose of those contacts.)

- The supervisor to receive instructions and clarify requirements.
- Facility users and clients to respond to work requests, exchange information and organize service delivery.
- Representatives of Alberta Infrastructure and other departments to exchange information; respond to requests and resolve issues.
- Contractors and suppliers to clarify requests, monitor work, and exchange information.

Supervision Exercised

No supervision.