

**Job Class Profile: Trades Worker IE****Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	2	5	6	3	3	3	1	6	
Points	233	33	32	29	90	65	62	21	64	629

**JOB SUMMARY**

The Trades Worker IE is journeyperson level work in carpentry to build new structures or correct structural and architectural deficiencies.

**Key and Periodic Activities**

- Participates in the maintenance, repair and renovation of wooden structures utilizing woodworking machinery and hand tools for activities such as demolition and installation, framing walls, drywall, T-bar ceiling, windows, door systems, steel beams and floor covering.
- Performs work station modifications as a result of ergonomic assessments which may include designing, dismantling and reconfiguring module furniture.
- Installs smart boards, projectors, projector screens, air scrubbers, window mounted air conditioners, power winches for basketball nets, etc.
- Installs dust collection systems, range hoods, exhaust fans, sealing and insulating duct work.
- Installs parking lot signage, repairs playground equipment and chain link fencing.
- Reads and interprets blueprints, drawings and sketches to determine requirements.
- Estimates cost and orders material and supplies.
- Performs preventative maintenance on various equipments and machines.
- Liaises and communicates with contractors.

**SKILL****Knowledge****General and Specific Knowledge:**

- Specific knowledge of:
  - National Building Code, fire codes and municipal codes.
  - Asbestos, WHMIS and Occupational Health and Safety.

**Formal Education and/or Certification(s):**

- Minimum: Journeyperson Certificate in Carpentry.

**Years of Experience:**

- Minimum: 4 to 5 years of experience.

**Competencies:**

- Ability to install various hardware.

- Ability to repair or calibrate machinery.
- Ability to operate a computer to prepare documents or access databases.
- Ability to read blueprints, drawings and sketches.
- Ability to assess and estimate job materials.

### Interpersonal Skills

- Communications include listening, asking questions and providing routine information and direction to others, and gaining co-operation of others to complete work assignments and having site cleaned by custodial staff after work is completed.
- Communications occur with employees within immediate work area, department and other departments within the organization.
- The most significant contact is with supervisor/manager to discuss daily activities, employees or peers to assist/co-ordinate tasks, suppliers (purchase of materials) and (principal to co-ordinate work around school).

## EFFORT

### Physical Effort

- The demands of the job results in considerable fatigue, requiring periods of rest.
- Regularly required to lift or move objects up to and over 50 lbs., such as gyproc, steel doors, and steel scaffolding.
- Physical effort includes using hand tools that require accurate control and steadiness (to install, remove or replace equipment/systems); maintaining physical balance (working on ladders and scaffolding); and regularly standing, walking, climbing, using gross and fine motor skills, being in awkward or cramped positions (attic) and requiring need for strength and/or endurance.

### Concentration

- **Visual** concentration may include staring at a computer screen, repairing various equipment and facilities such as roof leaks, wiring, and reading complex drawings and blueprints.
- **Auditory** concentration may include listening for people around you while using noisy equipment and tools to ensure safety of others.
- Other sensory demands include **touch** when working with and adjusting small screws, springs and parts contained in panic hardware systems etc.
- Work is impacted by **time pressures/deadlines, interruptions and lack of control over work pace** as priorities change, services being interrupted, etc. As well, other trades crews are waiting to complete their portion of projects, school re-openings, etc.
- Concentration effort may include working on roofs or scaffolding to make repairs, and inspecting and installing various equipment that requires **exact results and precision and eye/hand coordination** (table saws and routers, reading blueprints, installation of panic hardware and rekeying of locks).

### Complexity

- Tasks are repetitive and well defined, may be different but allow for similar skills and knowledge to complete work.
- A typical challenge is correcting structural and architectural deficiencies in accordance with

applicable codes.

- Problems tend to require problem definition and assessment but can be addressed following standard guidelines and procedures along with advice and recommendations from supervisor/manager and other employees, external documents such as regulations and codes are to be followed for most repair and maintenance procedures (National Building Code, National Fire Code, municipal by-laws, Occupational Health & Safety Act).

## RESPONSIBILITY

### Accountability and Decision-Making

- Works tasks and activities are generally prescribed and controlled by supervisor, building codes, fire codes and city by-laws.
- Decisions can be made on how to proceed with related repairs and maintenance with most tasks reviewed by supervisor/manager.
- Can order materials for specific job tasks, replacement parts for pieces of equipment (within delegated authority) without supervisor approval.
- Requires formal approval for overtime and ordering costly supplies and equipment.

### Impact

- Work results generally impact the immediate work area, within and outside own department, outside the organization and customers/clients/general public.
- Resources impacted include equipment, finances, material resources, health and safety and corporate image. All job tasks and activities improve the health and safety of the buildings which are occupied by staff, students, co-workers and general public (removing mould) which supports corporate image.
- In the event of a repair that hasn't been carried out, there may be some impact to clients and facilities with areas being closed or not being able to be re-opened on schedule (impacting children being displaced). Most problems are addressed immediately and do not have long term consequences.
- Supervision and policies/procedures mitigate impact to clients and organization.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide occasional advice and guidance to new employees, students, temporary employees, etc.

## WORKING CONDITIONS

### Environmental Working Conditions

- Required to wear safety equipment and take precautions such as dust masks, protective clothing, steel toe boots, fall protection harness, hearing protection, knee pads, respirator, etc.
- The likelihood of injury or illness resulting from hazards is limited as there are safety equipment and precautions in place to mitigate the risk.
- Constantly exposed to unusual noise, limited lighting, dust, fumes, wet and slippery conditions, poor ventilation, dangerous heights and depths, awkward and confined workspaces due to work

tasks, infectious diseases from working in a public building.