



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	CARPENTER
<b>DEPARTMENT:</b>	FACILITIES MANAGEMENT
<b>CLASSIFICATION:</b>	CARPENTER
<b>UNION:</b>	MGEU FACILITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL MANAGER CAPITAL PLANNING & FACILITIES MANAGEMENT
<b>POSITIONS SUPERVISED:</b>	Not Applicable

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## POSITION SUMMARY

The Carpenter is responsible for performing a variety of skilled tasks in maintaining, repairing, altering and constructing woodwork, furniture and fixtures throughout the Interlake-Eastern Regional Health Authority's offices and wards, and building interior and exterior structures and roofs as required. The incumbent will also set up and dismantle Infection control hoardings for various trades as required.

The position of Carpenter functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Constructs and repairs building components including those composed of gypsum, fibers, wood, plastic (PVC, fiberglass), and metal.
- Constructs and repairs fences, barricades and hoarding to control worksites and traffic, both foot and vehicular.
- Fabricates concrete formwork and constructs platform bases for future siting of equipment.
- Designs the fabrication of, manufactures, repairs and maintains building millwork, furniture and fixtures by measuring, cutting and fastening together wood, plastic laminate, Plexiglas and other materials.

- Installs and repairs stud walls and demountable partitions.
- Installs/repairs/inspects/maintains wood and metal doors and frames plus all related hardware such as locks, hinges and closers.
- Installs weather-stripping, thresholds and automatic door buttons to control air and light transmission.
- Completes layout, installation and replacement of suspended ceiling systems.
- Installs and repairs various types of wall and corner protectors.
- Repairs windows and all related hardware such as hinges, locks and weather-stripping.
- Repairs exterior entrance doors, hardware, closers and all other related hardware including weather-stripping.
- Performs emergency repair and damage assessment of various types of built-up roofing systems.
- Installs a wide variety of materials and objects to walls, floors and ceilings using appropriate fastening devices such as screws, anchors, and toggle bolts.
- Installs, repairs and designs prefabricated expansion joints utilizing chemical anchors.
- Maintains drawings, schematics and equipment files so that they are current.
- Conducts or coordinates the inspection of roofing, doors, windows, exterior envelopes, foundations, flooring and other building envelope and structural systems.
- Must work in co-operation with all other staff to produce a harmonious working relationship throughout the Interlake-Eastern RHA.
- Participates in various meetings and committees as required.
- Adheres to all applicable policies, procedures and related codes.
- Keeps the person you report to, apprised of all pertinent information regarding the functions within the Department.
- Orders related materials and parts as required.
- Prepares estimates of time and materials for specific projects as required.
- Maintains appropriate documentation.
- May be required to oversee the work of other maintenance staff and/or provide support and direction to other trades including contractors.
- Participates in new construction and commissioning as required.
- May occasionally supervise other categories or lesser-qualified maintenance personnel.
- May work independently or assist in the installation and repair of building services, building service equipment and various hospital equipment.
- Performs all required aspects of preventative maintenance.
- Responds to emergency calls such as Code Red, Code White, etc. as directed.
- Ensures that equipment, tools, materials, etc. are properly maintained and ensures economic use of same.
- Works with a full array of various hand and power tools.
- Maintains work and equipment areas in a clean, safe and orderly condition.
- Performs required duties on all Interlake-Eastern RHA facilities and buildings.
- Performs other maintenance duties as required, not exceeding skills and capabilities.
- Notifies person you report to, when additional help is required.
- Ensures that consideration is given to patients and staff by notifying them when services are to be interrupted, when work is to be done and when work has been completed.
- Participates in the region's Continuous Quality Improvement Program and Accreditation Program.

- Ensures compliance with the fire code, as appropriate.
- Maintains professional and management linkages/networks with peers.
- Provides oversight and orientation to new employees and students.
- Participates in regular staff meetings.
- Participates in unit/department specific activities relates to the planning and engagement of service delivery.
- Communication with co-workers individually and as a group to promote efficient operation with high morale.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Red Seal Journeyman Carpenter Certificate as recognized by the Province of Manitoba.

**EXPERIENCE REQUIRED:**

- Minimum of five (5) years' commercial experience as a Journeyman Carpenter.
- Active employment as a Journeyman carpenter within the last two (2) years.

**SKILLS/COMPETENCIES:**

- Ability to read and interpret blueprints, diagrams, and relevant legislation.
- Ability to make appropriate calculations and required.
- Demonstrated ability to follow written and oral instructions.
- Proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint), as well as Internet applications and other Information Technology.
- Demonstrated organizational skills and ability to work independently.
- Demonstrated problem solving and decision-making skills.
- Demonstrated flexibility to facilitate changes in techniques and procedures in a changing environment.
- Demonstrated knowledge and competence of skills and concepts related to the position.
- Demonstrated ability to communicate effectively.
- Ability to respect and promote confidentiality.
- Ability to perform the duties of the position on a regular basis.
- Ability to respect and promote a culturally diverse population.
- Ability to work effectively and maintain positive working relationships with co-workers, clients and within the interdisciplinary team.
- Valid Manitoba driver's license and access to a personal vehicle.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.

- Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - Ability to meet physical demands of the position including stooping, standing, walking, climbing stairs/ladders, crawlspace work, and ability to lift/carry heavy loads of 50 lbs.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.


- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.


**PATIENT SAFETY**

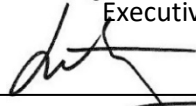
- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: November 2024  
Date

Revised: \_\_\_\_\_  
Date

Approved by:  November 26, 2024  
Regional Manager/ Supervisor Date

Approved by:   
\_\_\_\_\_  
Executive Lead/ CEO

Reviewed by:   
\_\_\_\_\_  
Executive Lead, Human Resources

November 28,2024  
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Date

November 28, 2024  
\_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*