

JOB DESCRIPTION

MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

TITLE: Carpenter, Public Works

STATUS: Class A, Permanent, Full-Time

HOURS:

4-day Work Week, Monday – Thursday or Tuesday – Friday 8:00 a.m. to 5:00 p.m.

REPORTS TO: Director of Public Works & Public Works Supervisor

DESCRIPTION

The Carpenter is responsible for performing skilled carpentry work to support municipal projects, as well as major and minor repairs to all Municipal-owned buildings and facilities. The position involves construction, maintenance, and repair work, including interpreting plans and assisting with project completion in a safe and efficient manner.

The Carpenter also supports general maintenance activities on municipal properties and services such as municipal pools, wastewater systems, parks, and playgrounds.

MAINTAINS LIAISON WITH

- Director of Public Works
 - Supervisor of Public Works
 - Public Works Staff
 - General Public
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QUALIFICATIONS

- Working knowledge of the National Building Code

- Experience in installation of concrete forms
 - Experience in framing and roof shingling
 - Ability to read and interpret blueprints, sketches, and building plans
 - Ability to estimate time and materials
 - Strong problem solving and decision-making skills
 - Strong written and oral communication skills
 - Current safety training is considered an asset
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DUTIES

- Work under general supervision
 - Estimate time and materials for assigned tasks
 - Perform skilled carpentry work on municipal buildings and properties
 - Construction, maintenance, and repair of Municipal facilities
 - Concrete construction and repairs
 - Safe and efficient use of hand and power tools
 - Read and interpret blueprints, sketches, and building plans
 - Assist with inspection of work performed by outside contractors
 - Provide input to supervisors on carpentry-related projects as requested
 - Assist with general maintenance of municipal infrastructure including pools, parks, and playgrounds
 - Ensure health and safety procedures are followed
 - Roof shingling for existing and new buildings
 - Sketch basic project plans as required
 - Maintain tools, equipment, and work areas in a clean and organized manner
 - Ensure all materials, supplies, and equipment are properly stored and secured
 - Establish and maintain effective working relationships with fellow employees and the general public
 - Perform other duties as assigned
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OTHER

- Respond effectively and efficiently to assigned supervisor
- Comply with the policies and procedures of the Municipality of the District of Guysborough, as well as applicable laws and regulations
- Valid driver's license required