

Carpenter – Subsidiary

4

APS Benchmark Listings

Sub.No.	Bench- mark	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	Culture & Tourism	Restoration Foreman	D+	I	1	152	29	43	R1	50	245
Carpenter 1 (Point Range 192 - 227)												
004	044CA25	Infrastructure	Carpenter	D	I	1	132	25	33	R1	38	203

Last Review / Update: 2016-03-11

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Subsidiary 4

Benchmark Evaluation - 045CA11

Identification Section

Working Title:	Restoration Foreman
Department:	Culture and Tourism
Division, Branch/Unit:	Cultural Facilities & Historic Resources, Historic Sites & Cultural Facilities, Construction Services
Reports To:	Senior Restoration Officer, Construction Inspector
Levels to D.M.:	6
Job Description:	045CA11
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Carpenter
Job Code:	045CA - Carpenter 2

Comments on Role

Position provides direction and guidance to in-house trades personnel and contracted resources engaged in the preservation and restoration of historical buildings and their landscapes. It oversees the use of contemporary and traditional tools, equipment and techniques to duplicate period building elements and their finishes. Assisting the Senior Restoration Officer with the planning and inspection of various restoration projects is also required.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I1 152	29% 43	R1 50	245

Comments on Evaluation

- **Knowledge:**

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Professional/Content Knowledge:

- Position requires journey level trade certification in carpentry with extensive experience in both modern and traditional construction and finishing techniques. A wider breadth of knowledge is applied as the position works on numerous projects requiring a different skill set for each, giving a D+ rating.

Complexity and Diversity:

- The position requires coordination skills in the overseeing of restoration and preservation of historical buildings and their landscapes. Direction is given to implement preservation techniques and practices to complete restoration projects.

Human Relations Skill:

- Responsibilities of this position require emphasis in communication involving technical/functional information exchange.

- **Creativity/Problem Solving:**

Position must use knowledge acquired to determine the appropriate process to use to duplicate period finishes. As position is employed in the restoration of old, damaged and frail structures, additional creativity is needed to solve unusual/unexpected situations which may arise on the various projects the position is responsible for.

- **Responsibility:**

Position is focused on service delivery; ensuring project outcomes bring desired results.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 045CA11

Identification Section

Working Title:	Restoration Foreman
Department:	Culture and Tourism
Division, Branch/Unit:	Cultural Facilities and Historic Resources, Historic Sites and Cultural Facilities, Construction Services
Reports To:	Senior Restoration Officer, Construction Inspector
Levels to D.M.:	6

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.)

The Restoration Foreman provides direction and guidance to in-house trades personnel and contracted resources in the preservation and restoration of historical buildings and their landscapes. Position oversees the use of contemporary and traditional tools, equipment and techniques to duplicate period building elements and their finishes. Assists the Senior Restoration Officer with the planning and inspection of various restoration projects.

Responsibilities and Activities

(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.)

- 1. Analyze and provide the Senior Restoration Officer with work and resource requirements for both on-site and workshop preservation and restoration projects.**
Determine the trades and crafts required for a given work period.

Provide manpower, material and equipment estimates for daily, weekly and annual planning.
Provide manpower, material and equipment estimates for quarterly and annual budget preparation and forecasting.

2. Supervise and direct the execution of the work of department staff and contractors within accepted restoration principles and practices.

Allocate on-site and workshop tasks, establish daily work schedules and monitor their execution.

Ensure compliance with project design.

Select and ensure the proper use of tools and materials.

Ensure the proper treatment of on-site buildings based on the conditions of structures and materials.

Ensure that work is performed in accordance with accepted restoration and department standards.

Monitor the available budget, materials and equipment requirements.

Ensure the work complies with designs.

3. Supervisory and administrative responsibilities.

Establish standards for the various construction and maintenance projects.

Maintain, stock and supply a working restoration shop.

Provide training in carpentry, joinery, hewing and jointing of logs, thatching, shingling, bricklaying and concrete work and other related techniques related to traditional and modern construction methods.

Formally appraise the performance of the Restoration Craftsman.

Direct the efforts of in-house staff, full-time intern staff, temporary staff, volunteers and contractors on various projects.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position oversees the restoration and preservation of historical buildings and their landscapes. It is required to direct the implementation of preservation techniques and practices required for the completion of restoration projects. Position determines the appropriate process to duplicate period finishes using either contemporary or traditional tools and equipment.

The Senior Restoration Officer provides direction to this position including project scope, execution strategy, time constraints and specifications, and technical solutions to problems.

The Restoration Foreman is a source of knowledge within the department on both period and modern techniques and finishes and their application to the preservation of historic buildings. Projects undertaken vary widely in scope, scale and complexity.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position provides training, guidance and direction in the contemporary and traditional construction methods to a variety of department staff, volunteers and contractors. Required to direct resources on various restoration and preservation projects.

Knowledge, Skills and Abilities

(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.)

Must have an in-depth knowledge of preservation principles and practices, period trades and crafts, and period finishes related to historic buildings.

Requires a good understanding of the Alberta Building Code and Occupational Health and Safety Act and Regulations.

Position requires journeyman level trade certification in carpentry and extensive experience in both modern and traditional construction and finishing techniques.

Organization

(Working titles of positions reporting directly to this position.)

Position has full supervisory authority for one Maintenance Service Worker. It also supervises a work experience intern on an ongoing basis.

Subsidiary 4

Benchmark Evaluation - 044CA25

Identification Section

Working Title:	Carpenter
Department:	Infrastructure
Division, Branch/Unit:	Property Management, Edmonton and Area, Government Centre
Reports To:	Superintendent
Levels to D.M.:	5
Job Description:	044CA25
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Carpenter
Job Code:	044CA - Carpenter 1

Comments on Role

Position performs a full range of journey level carpentry work at the Alberta Government Centre including renovations, maintenance and some new construction in-shop and in the field.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI1 132	25% 33	R1 38	203

Comments on Evaluation

- **Knowledge:**
Professional/Content Knowledge:

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- Position requires specialized skills to operate a wide range of hand and power tools such as saws, drills, planes, etc. At the full working level, the position requires journey level certification in a non-mandatory trade in carpentry and also needs considerable exposure to building maintenance.

Complexity and Diversity:

- Specialized skills are applied to perform the full range of carpentry work. In addition, the position interacts with other trades, requiring an understanding of how those trades relate to the carpentry work being performed.

Human Relations Skill:

- Communication skills are utilized primarily for receiving instructions and seeking clarification.

- **Creativity/Problem Solving:**

Position is involved in a diversity of tasks with some complexity in a shop environment as well as in the field. Position, when working with other trades, must be able to anticipate potential roadblocks and provide solutions within established procedures and standards to avoid problems/delays.

- **Responsibility:**

The focus of this position is to deliver carpentry services.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 044CA25

Identification Section

Working Title:	Carpenter
Department:	Infrastructure
Division, Branch/Unit:	Property Management, Edmonton and Area, Government Centre
Reports To:	Superintendent
Levels to D.M.:	5

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.)

The Carpenter performs renovations, maintenance and some new construction. Responsibilities require a journeyman carpenter trades certification. Other duties include repairing equipment, furniture, door hardware and code cylinders. Position maintains an inventory of materials, supplies, required equipment and furniture.

Responsibilities and Activities

(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.)

- 1. Performs repairs, maintenance, renovations and some manufacturing.**
 Repair and maintain doors, door hardware, furniture and building structures.
 Perform renovations of boardrooms, offices, and washrooms.
 Manufacture cabinets, counters, tack boards other similar items.
 Replace broken glass.

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Demolish offices and some new construction.

2. Maintain an inventory of supplies.

Monitor the use of supplies.

Order supplies when required.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is one of several carpenters working Government Centre. Independently performs journey level carpenter duties.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position will interact with clients for the purpose of providing or receiving routine information in regards to their needs.

Knowledge, Skills and Abilities

(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.)

- Position requires the ability to use a variety of hand and power tools related to carpentry.
- Must have a journeyman carpenter certificate and considerable exposure to building maintenance.

Organization

(Working titles of positions reporting directly to this position.)

Position has no supervisory responsibilities.

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