

Job Posting: #2022-29

Job Title: Carpenter

Department: Community Services

Reports To: Project Manager, Facilities

Status: 12 Week Temporary Contract

Hours per Week: 40

Salary: \$28.94 - \$35.18

Application Due Date: Open until filled.

Role Summary

This position is responsible for the renovation and construction of municipal facility projects. This position will include reviewing the plans for renovations, coordinating supplies, and undertaking the work for construction and renovation of facilities. Coordination of subcontractors may also be required for items such as plumbing, electrical, mechanical etc. This is a 12 week temporary contract position.

The successful candidate will be required to supply some of their own tools and equipment. In addition, the successful candidate may rent specialized tools as required.

Role Specific Duties and Responsibilities

1. Work independently to complete renovation and construction projects in municipal facilities.
2. Coordinate with necessary subcontractors where required.
3. Review plans for all renovation and construction projects.
4. Coordinate and obtain all supplies required to successfully complete construction projects.
5. Work in consideration of and successfully meet all set deadlines for municipal construction projects.
6. Work within set budget for municipal construction and renovation projects.
7. Provide regular updates and attend site meetings with the Project Manager, Facilities as required.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational

guidelines, and perform safe work practices.

3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's Licence in good standing.

Education, Skills and Experience

1. Grade 12 education or equivalent.
2. Building or Carpentry Techniques diploma or similar experience preferred.
3. Minimum 5 years' related experience in the construction or renovation industry.
4. Strong understanding and knowledge of facility maintenance, operations, and best practices.
5. Working knowledge of the Occupational Health & Safety Act, the Ontario Building Code, Plumbing Code, Ontario Fire Code, Ontario Electrical Safety Code, Accessibility for Ontarians with Disabilities Act and other applicable facilities and safety related legislation, regulations and guidelines.
6. Strong skills in communication (written, oral and interpersonal) and organization.
7. Working knowledge of computers and necessary basic programs.
8. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

Physical Demands and Working Conditions

- Working conditions are in a construction job site environment.
- Regular site visits may take place in unseasonable weather, and require standing or walking over uneven ground.
- Physical demands include heavy lifting, standing and moving, working and walking on uneven ground, and occasionally working at heights. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust, etc.
- Normal hours of work are 40 hours per week, Monday to Friday.

Contacts and Interactions

- Communicates regularly with municipal staff, subcontractors, suppliers, and members of the public.

Applicant Information

This position will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume in PDF format directly to the Municipality quoting Job #2022-29 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.