

## **SLEMON PARK CORPORATION**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Carpenter

**REPORTING TO:** Property Manager

*Date of Preparation/Revision:* **April 2018**

### **POSITION SUMMARY**

This position has carpentry and lead hand duties related to the day to day maintenance and capital improvements to the housing buildings and the associated infrastructure of the entire park.

### **PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:**

#### Work Orders:

1. Assist in determining the priority of maintenance work orders on a daily basis.
2. Carry out repairs, maintenance, capital projects as required, in a timely and efficient manner.
3. Assist in coordinating the efforts of building maintenance staff and required outside contractors to complete work in a timely and efficient manner.
4. Ascertain materials requirements for impending jobs and ensure availability at job site or shop.

#### Tenant Relations:

1. Respond to tenant inquiries by answering questions as per company policy and parameters
2. Communicate tenant concerns, issues, changes etc to Property Manager
3. Assist tenants whenever possible within established guidelines

#### Other:

1. Direct and supervise coworkers when required and necessary
2. Employ best efforts to maintain the shop in a neat and tidy condition
3. Employ best efforts to maintain inventories at established levels
4. To abide by company policies and procedures
5. Ensuring safety practices are followed at all times
6. Assisting other Property Management Divisions as required
7. All other duties as required

## **POSITION SPECIFICATIONS:**

### Education and Training:

*Successful completion of a carpentry program, preferably Red Seal.  
Working knowledge of Confined Space and Fall Protection*

### Experience:

*Five years' experience in the trade; experience in property management and rental properties would be an asset  
Two years supervisory experience   **OR**  
A combination of experience and skills deemed appropriate to meet the requirements of the position*

### Skills and Knowledge:

*Excellent interpersonal communication skills  
Proven organization skills  
Must have sense of urgency while being able to maintain a high standard of work  
Ability to work independently and as part of a team  
Ability to react quickly to changing requirements and/or unanticipated issues*

## **WORKING CONDITONS:**

### Scheduled working hours:

*This is a full time position generally 40 hours per week. There is a requirement for overtime if deemed necessary and the position does require carrying the Emergency Response pager on a scheduled basis*

### Physical, mental and visual:

*Physically capable of performing tasks normally considered carpentry and/or construction related  
Ability to multitask and handle occasional stressful issues  
A flexible and resilient personality for dealing with tenants issues and requests*