

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Assistant Carpenter

REPORTING TO: Property Manager

Date of Preparation/Revision: **2022**

POSITION SUMMARY

This position has carpentry duties related to the day to day maintenance and capital improvements to both the commercial and 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 daily.
2. Assist with carrying 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. Employ best efforts to maintain the shop in a neat and tidy condition
2. Employ best efforts to maintain inventories at established levels
3. To abide by company policies and procedures
4. Ensuring safety practices are always followed
5. Assisting other Property Management Divisions as required
6. 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
Forklift training

Experience:

Five years' experience in the trade; experience in property management and rental properties would be an asset or;
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 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 and have the ability to multitask and handle occasional stressful issues. Ability to lift fifty (50) pounds.

COMPENSATION AND BENEFITS:

Hourly - \$18.81 – \$22.57

Vacation – Starting at three weeks per year.

Benefits – Long-term disability, Health, Dental, Life insurance, Vision and Pension plan