



**POSITION TITLE:** Carpenter *Level PM25.3*

**REPORTING TO:** Property Manager

*Date of Preparation/Revision:* **April 23, 2025**

### **POSITION SUMMARY**

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

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

Install, maintain, and repair a variety of products, ranging from cabinets to insulation to tile to drywall, and perform work in accordance with best safety practices. Cut, shape and alter materials as needed. Operate and maintain tools and equipment in safe operating condition. Must conduct building inspections and identify needed repairs, document repairs and maintain thorough records.

Assist in determining the priority of maintenance work orders daily and carry out repairs and maintenance in a timely and efficient manner. Assist in coordinating the efforts of building maintenance staff and required outside contractors to complete work in a timely and efficient manner and ascertain materials requirements for impending jobs and ensure availability at job site or shop.

Respond to tenant inquiries by answering questions as per company policy and parameters  
Communicate tenant concerns, issues, changes etc. to Property Manager.

### **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*

**COMPENSATION AND BENEFITS:**

*Hourly - \$21.53 - \$25.83*

*Vacation – Starting at two weeks per year.*

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