

## Position Description

Position:	<b>Carpenter</b>
Department:	<b>Building</b>
Reporting Manager:	<b>Construction Manager</b>
Hours of Work:	<b>7:30am-4:30pm (on-call as required)</b>

## Position Summary

Responsible for designing, building, installing, and repairing structures, fixtures, furniture, and other items using different types of materials including wood and steel.

The Carpenter works in the Building Department, working closely with the Project Teams to follow the work order and scope of work that meet PRS quality of work and standards. This includes ordering materials, rebuilding, installing and repairing structures and fixtures, communicating scope changes, and making sound site decisions that align with PRS core values.

The Carpenter role ensures safety, quality and efficiency on job sites, and communicates project progress to the Project Team to ensure the project meets budget and project cycle times.

## Roles & Responsibilities

- Follow Work Orders to completion, follows assigned duties and tasks, consistently prepared to attend job sites with appropriate tools, materials and equipment, ensuring all job site documentation is submitted on time
- The ability to understand and work with project schedules, sketches, imagery, scope of work and work order, and follow instructions from Project Teams on each project
- Consistently communicates scope creep, project progress, work order deviations to project team
- Takes pro-active approach to plan & prepare job site based on scope changes
- Understands and follows all PRS Safety Standards and submits & reports all required Safety issues and documentation in a timely manner
- Consistently submits all required documentation for projects in a timely manner, which includes but not limited to; Time sheets, PO's, invoices, Work Orders etc..
- Acts professionally on job site, and communicates effectively with clients
- Consistently delivers a high quality product through detailed craftsmanship, finishing and keeps and leaves a clean job site.
- Assist Emergency Department in initial tear-out when required

## Physical Requirements

This job is physically demanding. Carpenters are required to stand for extended periods of time, lift heavy objects on a regular basis, and do repetitive tasks.

## Core Competencies

To perform the job successfully, an individual should demonstrate the following core competencies:

### TECHNICAL & FUNCTIONAL

- Demonstrates regular and punctual attendance
- Demonstrates a commitment to safety by following safety rules & guidelines
- Thoroughly understands and follows Work Orders to completion, follows assigned duties and tasks, consistently prepared to attend job sites with appropriate tools, materials and equipment, ensuring all job site documentation is submitted on time
- Provides accurate and quality work, recognizes and learns from mistakes, taking appropriate actions to reduce errors
- Wears PRS approved uniform, demonstrating commitment by acting professional and adhering to corporate values

### CUSTOMER FOCUS (INTERNAL & EXTERNAL)

- Demonstrates dedication to meeting the expectations and requirements of internal and external customers
- Always acts with the customer in mind
- Establishes and maintains effective relationships with internal & external customers and gains their trust and respect
- Demonstrates proven ability to foster collaborative working relationships with internal & external teams

### COMMUNICATION

- Consistently interacts professionally, effectively and in a timely manner within the organization as well as outside the organization
- Consistently establishes and maintains project communication status, expectations and is readily available to report to clients, internal teams and management
- Demonstrates strong written and oral communication skills, including the ability to write and present complete reports

### PLANNING

- Reviews all Work Order information and consults with Project Teams to understand job scope and equipment/material requirements prior to job starting
- Looks beyond the job scope and ensures the job is completed thoroughly and efficiently
- Ensures all necessary equipment and materials to complete a job have been accounted for; demonstrating time-management, budget planning and initiative

## **PROBLEM SOLVING**

- Demonstrates the ability to gather information critically, identify root causes and develop solutions
- Displays persistence and tenacity to overcome obstacles
- Looks beyond the obvious for value added sources, and doesn't stop at the first answer

## **LEADERSHIP**

- Places the success of the team above personal gain
- Demonstrates to be a positive brand ambassador for PRS
- Works towards self- improvement and professional development
- Inspires and motivates others through leading by example