



JOB DESCRIPTION

Title	Carpenter / Labourer
Level	TBD
Group	Construction
Location	Site locations vary in BC, AB, SK, MB
Reports To	Site Supervisor
Updated	May 2024

Position Summary

Reporting to the Site Supervisor, the labourer assists them on the construction worksite, particularly in their absence, while fully performing their other job (i.e. carpenter).

Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

- Support construction projects from start to finish, according to schedule, specifications and budget;
- Communicate effectively with all contractors and sub-contractors;
- Read blueprints, drawings and sketches to fully grasp requirements;
- Inspect places and conduct repairs or maintenance;
- Report lack of resources and materials to the Site Supervisor;
- Utilize project management software to ensure the reporting it provides is current and accurate;
- Maintain a safe, secure and healthy work environment by adhering to and enforcing safety codes;
- Maintain compliance of quality control programs;
- Ensure quality construction standards and the use of proper construction techniques;
- Identify issues and recommends practical, constructible and cost effective solutions when issues arise;
- Act as the Site Supervisor in their absence when designated;
- Provide support, guidance and training to junior team members, as required, including quality checks and safety oversight.
- Support the implementation of the Span West Strategic Plan by collaborating with other employees to implement projects and initiatives that advance Span West's Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

Scope of Authority

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Ahere to the Financial Scope of Authority.

Measures of Performance

- All direct reports have a performance development plan, up-to-date job description and annual performance review.
- Model the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- Completing all assigned tasks in a professional and detailed manner.

Qualifications and Abilities

Education / Experience

- Must be authorised to work in Canada.
- Posse's training/holds certification in Health & Safety, at a minimum WHMIS & First Aid.
- Posse's trade certification for carpentry or is working towards it.
- 5-8 years of relevant experience required.
- Valid driver's license.
- An equivalent combination of education and experience that provides the ability to meet the requirements of this position may be considered.

Knowledge, Skills, and Abilities

- Possess solid knowledge of construction processes, means and methods.
- Posses' solid knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Read and understand project scope, specifications and drawings.
- Familiarity with construction management software packages and basic Microsoft Office and Google software.
- Ability to use Google, manage emails, utilize time-management skills.
- Ability to participate in meetings, including safety meetings and tool box.
- Delivers quality work in an efficient manner.
- Ability to work independently under pressure and complete tasks with minimum supervision.
- A creative mind with an ability to suggest improvements.

Working Conditions

- Working on an active Construction site, mainly outdoors
- Work outside in various weather conditions
- Ability to work long hours
- Lifting, carrying, walking the sites including up/down stairs required daily
- Capable to lift or move up to 50lbs occasionally
- If not local to the project area, travel required with overnight stays.

Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management's authority to add or change duties or responsibilities and understand that the performance of other duties will be

required from time to time in order to meet the company's needs. I have been given a copy of this description.

_____ Employee's Signature	_____ Date
_____ Manager's Signature	_____ Date