

Working Title Carpenter	Name
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Position Number	Reports to Position No., Class & Level 50007114, Deputy Director, Programs	Division, Branch/Unit Custody Operations Branch, FSCC	Ministry Public Safety & Emergency Services
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Present Classification Carpenter 1	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Under the direction of the Deputy Director, Programs (DDP), this position will organize and coordinate production and repair of a variety of products for the Government of Alberta. This position supervises inmate workers, providing all necessary training, safety instruction and control. This position will work with the DDP in the design, planning, estimates, budgeting and requisitions, and coordination of activities with other areas. This position requires instructional and supervisory skills, in addition to well-developed knowledge of woodworking, production techniques, equipment and materials.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Working with the DDP, coordinates, identifies and designs suitable work projects.
 - Prepare job estimates
 - Identify material and equipment needs in the shop.
 - Assist in completing requisitions.
 - Plan production activity in the shop and coordinate activity with other areas.
 - Complete month end reports and other documentation as required.
 - Maintain secure control of all tools, equipment and materials in the shop, and maintain inventory records and other documentation as required.
 - Perform other related duties as assigned.
2. Provides supervision of inmates working in the shop, within the Custody Operations Branch policies and Standard Operating Procedures.
 - Lead and instruct inmates in equipment operation, production techniques and safety practices.
 - Maintain discipline and control of inmates, and report security concerns to the DDP
 - Ensure the health and safety of individuals.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Working within the Custody Operations Branch Standing Operating Procedures and with the DDP, this position supervises inmates performing work in the shop utilizing a variety of tools. This position provides

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for inmate instruction on the safe use of equipment, production techniques and woodworking. The supervision of inmates creates additional dynamics and complexity and extensive creativity is required in instruction techniques.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Organizational skills
- Design and planning skills
- Well-developed technical knowledge of the industry, including extensive knowledge of carpentry and woodworking techniques and the operation of a wide variety of tools.
- Supervisory skills in relation to inmate instruction, care and security
- Custody Operations Branch SOPs
- Occupational health and safety practices
- Trades certificate

CONTACTS: The main contacts of this position and the purpose of those contacts.

The main contacts of the position and the Deputy Director, Programs for project design, ongoing planning and organization of the project completion schedule. Other centre positions including correctional officers to ensure the coordination and security of inmates assigned to the shop.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

Supervision of inmates assigned to the shop.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date