

Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Maintenance Service Worker 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Technologies 7

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Restoration Foreman of the Restoration and Construction Services Program, the Conservation and Maintenance Worker performs restoration, maintenance, and new construction at historic properties owned by the Government of Alberta. This position performs a variety of contemporary and traditional trades and crafts to conserve and maintain these historic resources.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### 1) Assists in Project Planning:

- On assigned projects, consults with the Restoration Foreman to determine the broad requirements for the assigned project then assists to organize the various tools, equipment and manpower necessary to perform the assigned task.

### 2) Performs Historic Restoration:

- Performs modern and traditional carpentry and crafts in the restoration and maintenance of historic structures and their landscapes.
- Uses various traditional tools such as broad axes, scoring axes, slicks, chisels and hand planes to accurately duplicate replacement logs to replace deteriorated original ones.
- Uses contemporary trade skills such as carpentry, painting, window and lock repair in the restoration and maintenance of historic buildings.
- Mixes and applies historic plaster finishes to match the original and maintains such finishes as required.
- Applies and maintains thatch on historic building roofs.

### 3) Performs Cyclical Preventative Maintenance:

- Is involved in cyclical and preventative maintenance tasks at various remote sites throughout the province.
- Performs ground maintenance and snow removal at various remote sites throughout the province.
- Travels to these sites and performs these duties as required.
- Informs Restoration Foreman of any deficiencies that may need to be addressed in the future.

## Problem Solving

Typical problems solved:

Position is involved in a diversity of tasks with some complexity in a shop environment as well as in the field. Position, when working with other trades, must be able to anticipate potential roadblocks and provide solutions within established procedures and standards to avoid problems/delays.

Types of guidance available for problem solving:

This position requires a variety of skills, including both traditional trades and modern construction techniques. The incumbent must have a level of experience that allows for innovative and creative solutions to complex problems. Knowledge of Occupational Health and Safety Act, Workplace Hazardous Materials System and the Standards and Guidelines for the Conservation of Historic Places in Canada are required. The person in this role also needs to research best practices and collaborate with team members to understand how different trades connect to the overall work.

Direct or indirect impacts of decisions:

The Conservation and Maintenance Worker is responsible for the accurate replication of period trades and crafts to lend authenticity to the restoration projects. This accurate restoration brings credibility to the project and enhances its educational value so as to fulfill the division core business objectives of protection, preservation and presentation.

## Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with the Restoration Foreman.
- Position will interact with facility site operation staff for the purpose of providing or receiving routine information in regards to their needs.

- Coordinates projects with site staff to minimize their impact on the day-to-day operations of the sites.
- The position must interact with various interest groups, such as volunteers and interpreters to ensure the completion of projects and facilitate events.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other	Other	

If other, specify:

Journeyman carpenter trade certification

Job-specific experience, technical competencies, certification and/or training:

This position requires:

- Two years exposure to traditional crafts and historic building maintenance practices.
- Familiarity with the Standards and Guidelines for the Conservation of Historic Places in Canada.
- An understanding of the Occupational Health and Safety Act and regulations.
- A working knowledge of the Alberta Building Code as it pertains to wooden structures.
- The skills necessary to be competent in carpentry, log working, thatching, plastering and painting.
- Familiarity with a wide range of modern tools and historic tools and equipment including; broad axes, adzes, all traditional and power tools used in -carpentry.
- The decision-making skill when working in one of these specialized tasks that only a person familiar with the properties of the material and the tools in -use can exercise.
- The experience necessary to make recommendations regarding time and cost saving measures.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other’s perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	

Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)