

Position: **Benchmark Job #083**

Ministry: BC Mental Health Society

Working Title: **Trades Helper**

Branch: Industrial Services

Level: Range 9

Location: Riverview Hospital

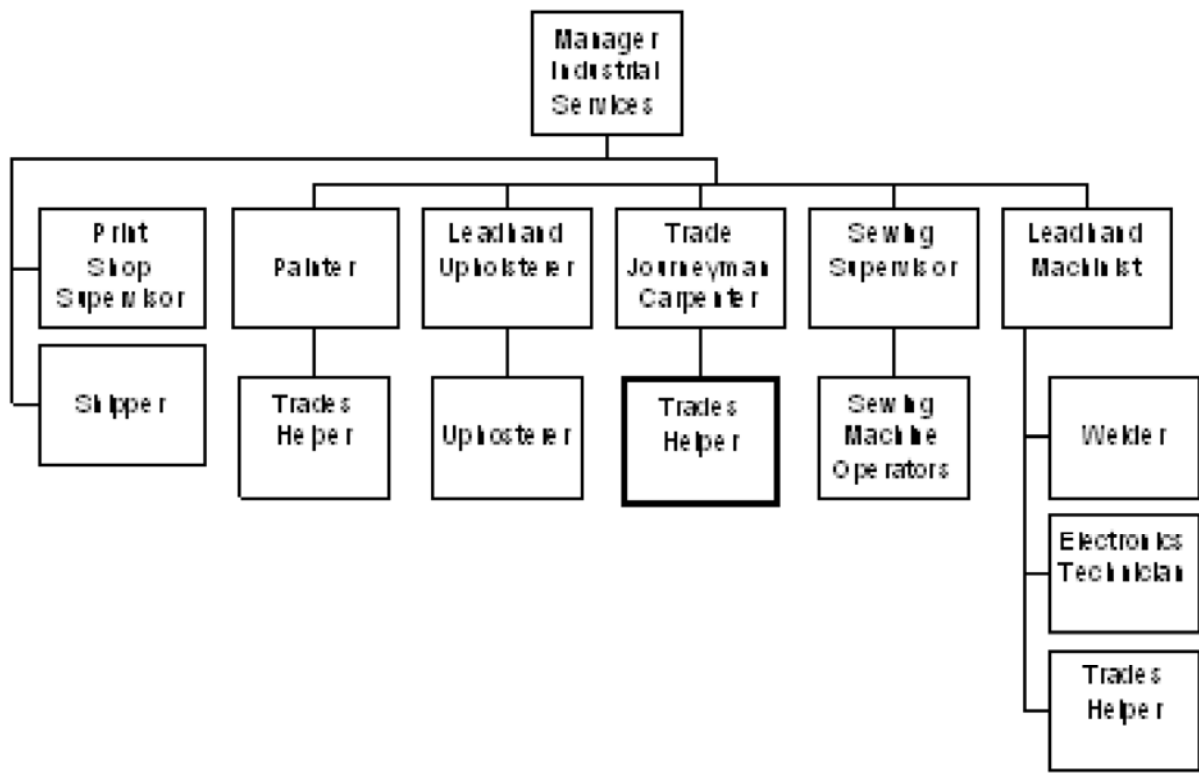
NOC Code: 7611

PRIMARY FUNCTION

To assist trades personnel in their duties and carry out maintenance and repair functions on furniture and various items.

JOB DUTIES AND TASKS

1. Repairs, assembles, constructs and maintains various items using various hand and power tools.
 - a. repairs broken chair legs, cracked surfaces and other damage on furniture such as chairs, cabinets and tables
 - b. strips paint, upholstery, varnishes and fabrics from furniture
 - c. assembles new furniture such as computer desks, entertainment centres, chairs and bookcases
 - d. constructs picture frames, bulletin boards and various signs from various materials
 - e. drives vehicle to deliver furniture and other items and installs and sets up on the wards
 - f. assists trades staff in completing various projects such as constructing cabinets
 - g. operates table saws, lathes, sanders, drills, nail guns and other power tools
 - h. uses hand tools, finishing tools and painting tools
 - i. installs and repairs drapery tracks; hangs and takes down drapes
2. Performs other related duties
 - a. photocopies newsletters and correspondence for various departments in the hospital
 - b. makes printouts on a computer for photocopying
 - c. maintains safe and clean working environment in the workshops
 - d. checks condition of equipment, tools and machinery, informs trades staff of any repair or maintenance required and carries out minor maintenance work
 - e. assists in warehousing and inventory of stock by operating forklift to move materials
 - f. ships and receives goods, completes required paperwork and signs packing slips
 - g. makes purchases from petty cash when authorized
 - h. provides orientation to new employees



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of woodworking functions and understand how they relate to the work of other trades to repair, assemble and install furniture, cabinets and construct bulletin boards in a hospital.</p>	D	100
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to repair damaged furniture, install cabinets and operate various tools, equipment and machinery.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Courtesy required to exchange information related to repair and construction projects with co-workers and other departments.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use a lathe to fabricate furniture parts.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to repair and assemble chairs, tables and cabinets, construct items such as bulletin boards, and photocopy newsletters and correspondence for various departments.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to receive goods, complete required paperwork and sign packing slips.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to use light vehicle to deliver furniture on-site and to operate forklift to move materials.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate a forklift where others are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch install and assemble furniture and cabinets.	C	12
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift, carry, push and pull heavy lumber, plywood, supplies and hardware.	F	30
12	SURROUNDINGS Exposure to fumes from glues and solvents almost always.	D	9
13	HAZARDS Significant exposure to hazards from frequently pushing, pulling, lifting or carrying heavy weight plywood and lumber.	D	9

Total Points: 347.5

Level: Range 9