

Position: **Benchmark Job #229**

Ministry: Tourism

Working Title: **Cabinet Maker**

Branch: Royal BC Museum

Level: Range 18

Location: Victoria

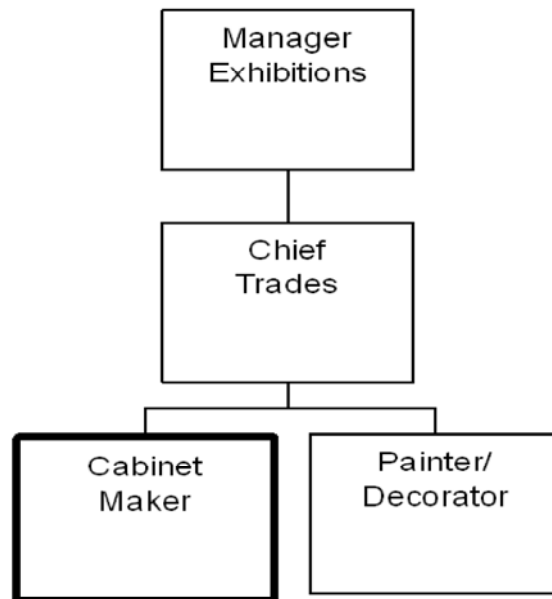
NOC Code: 7272

PRIMARY FUNCTION

To plan, design, build, repair and maintain exhibits for the Royal BC Museum in a woodworking shop.

JOB DUTIES AND TASKS

1. Plans, designs, builds and maintains exhibits in a woodworking shop
 - a. consults with museum staff to determine exhibit requirements
 - b. designs sketches or layouts showing details of woodworking projects to be constructed
 - c. reads and interprets blueprints, drawings and specifications
 - d. estimates materials required to construct projects and selects and orders appropriate materials
 - e. performs mount making, framing, cabinetry, joinery, carving and finishing carpentry techniques to build, repair and maintain displays
 - f. uses various hand tools and woodworking machinery
 - g. sands woodwork projects and applies finishes such as stain, varathane and waxes
 - h. constructs, sets-up and dismantles travelling exhibits
 - i. exchanges information with conservators and designers to determine the most appropriate method of handling, storing and displaying artifacts
2. Other related duties
 - a. documents methods and materials used for exhibit production
 - b. directs staff and contractors on special projects as required
 - c. keeps up-to-date on building and fire codes relevant to the construction of displays
 - d. responsible for budgets of approximately \$2,000 and accounting for funds expended on special projects
 - e. loads and unloads freight trucks and travelling exhibits either manually or using equipment such as forklifts



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of finishing carpentry to design, build and maintain museum exhibits and displays.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply structured study and analysis and choose an approach to plan and design exhibits for the provincial museum.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Discretion required to exchange information needing an explanation to give direction to other staff as project leader.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use precision tools to perform fine wood carving work.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general design plans and construction standards, applies accepted work methods in a different way to design and build museum exhibits.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to administer a project budget.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to perform full maintenance and repair museum exhibits.	E	33
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of other employees constructing exhibits as a project leader (1-5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by project team members.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently set up and operate power equipment.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly lift heavy weights.	E	24
12	SURROUNDINGS Exposure almost always to dust in a woodwork shop.	D	9
13	HAZARDS Moderate exposure to hazards from frequently operating power tools.	C	6

Total Points: 708

Level: Range 18