

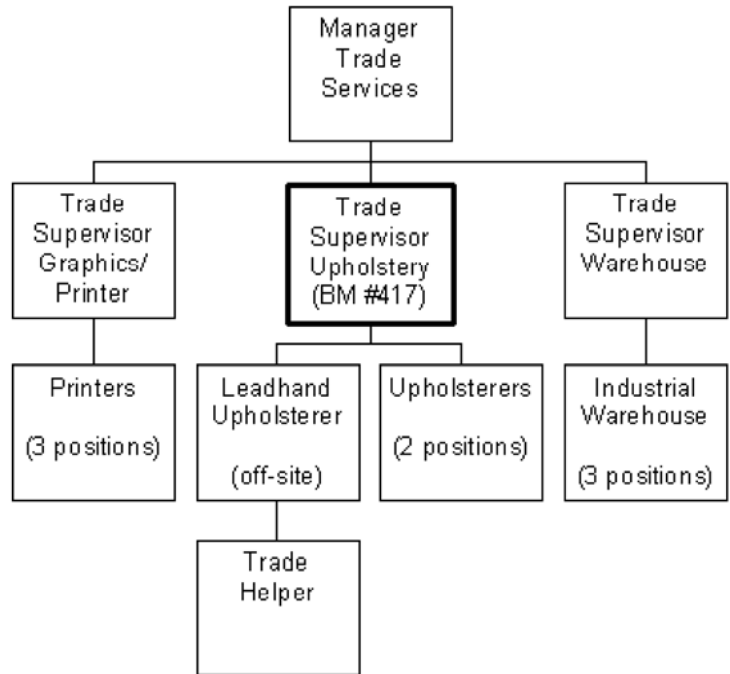
Position:	Benchmark Job #417
Ministry:	Various
Working Title:	Trade Supervisor, Upholstery
Branch:	Various
Level:	Range 16
Location:	Various
NOC code:	7210

PRIMARY FUNCTION

To coordinate and direct trade activities of the upholstery trade, in an institutional setting.

JOB DUTIES AND TASKS

1. Supervises, coordinates and schedules the activities of the work unit to ensure the completion of all on-going and special requests for repair, production, or maintenance as applied to the trade area
 - a. establishes methods to meet work schedules and coordinates work activities with other departments
 - b. assigns work activities and recommends measures to deal with unusual problems or to improve productivity
 - c. ensures standards for safe working conditions are observed
 - d. provides guidance and instruction on completing repair, maintenance and production activities
 - e. exercises spending authority to ensure that sufficient consumable supplies are on hand to complete work activities
 - f. determines the most efficient means of completing large jobs including making repair or replace decisions, setting priorities for the work that needs to be performed, and establishing work plans
 - g. establishes and monitors quality control processes for the work performed by tradespersons
2. Performs work associated with the upholstery trade
 - a. diagnoses and determines the repair or maintenance requirement or inventory requirement
 - b. discusses requirements and problems with the requestor to ascertain the repair that is needed or the end output that is desired by the requestor
 - c. determines how to complete the job with reference to manuals, schematics, drawings and parts books
 - d. uses hand tools, power tools, and mobile and stationary equipment as related to the trade
 - e. conducts the required repair, replacement, adjustment, test and/or equipment operation activity by applying the work of the trade
3. Supervises staff
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
4. Performs other related duties
 - a. attends meetings and training programs
 - b. oversees the work of contractors on special projects
 - c. maintains various records and logs both electronically and in writing



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POI
1	<p>JOB KNOWLEDGE</p> <p>Have a practical understanding of the upholstery trade to vary applications in the repair, refurbishment, and maintenance of furniture and equipment to conduct activities such as cutting, forming, stuffing and tacking.</p>	F	1
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of upholstery problems and choose an approach using a combination of accepted trade practices to diagnose and resolve repair problems referred by staff and repair or refurbish upholstered furniture and other items.</p>	E	1
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Persuasion required to use basic counselling skills to discuss employee performance problems with workers and provide advice for improvement.</p>	D	4
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to operate equipment for activities such as stitching upholstery.</p>	D	2:
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general work plans, drawings and verbal instructions of desired outputs, applies accepted work methods of the upholstery trade in a different way to handle unusual problems to recommend measures to improve productivity and establish quality control processes.</p>	E	1
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to exercise spending authority for a narrow range of expenditure types in order to replace consumable supplies and parts used in the conduct of the trade.</p>	D	2:

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POI
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to assist in performing full maintenance and repair of upholstered furniture and other items.	D	2
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise employees, appraise employee performance and take disciplinary action (1 to 5 FTEs).	DE	2
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the implementation of safe work procedures in a shop and provide safety training as required.	D	2
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently to operate hand held tools and equipment.	C	1
11	PHYSICAL EFFORT Heavy physical effort to regularly push, lift or carry heavy weights such as furniture and materials.	E	2
12	SURROUNDINGS Exposure almost always to loud machinery noise or vibration.	D	
13	HAZARDS Moderate exposure to hazards from regularly pushing, pulling and lifting heavy weights such as furniture and materials.	C	

Total Points: 668.5

Level: Range 16

