

POSITION: Maintenance Engineer (Carpenter)**JOB POSTING #:****DEPARTMENT:** Parks & Facilities Operations**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543098**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:****SALARY RANGE:** \$24.26 to -\$28.66 (2012 rates)**HOURS PER WEEK:** 40.0**DUTIES:**

Reporting to the Supervisor of Maintenance or designate for carpentry work in various city facilities and housing units. Performs all duties related to the carpentry trade with respect to preparation, construction, finishing and repair in all buildings under the authority of the Parks and Facilities Operations Department; including taking appropriate measurements; verbal estimate costs occasionally for various projects, i.e., cabinets, desks, shelving, doors, walls, flooring, etc.; issues pre-signed speedy purchase orders to vendors; signing of delivery slips as required; and writes up work orders as necessary. Will utilize the following carpentry related tools for the construction, repair and renovation of municipally owned buildings; i.e., table, bank, skill, jigsaws, drills, routers, sanders, various glues and finishes, etc.; carries heavy materials and equipment. Performs other related duties.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency
- Must have over one year experience as a Carpenter/Cabinet builder;
- Must be able to understand blue prints and construction drawings;
- Must be proficient in the handling of all tools used in the carpentry trade;
- Must have thorough knowledge of building and allied materials;
- Must be able to estimate construction projects;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012.