



# *Provincial Job Description*

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***TITLE:***  
**(173) Workshop Technician**

***PAY BAND:***  
**13**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for overseeing clients in a rehabilitative woodworking program to improve client's physical/emotional/mental condition.

***QUALIFICATIONS:***

- ◆ **Journeyman Carpenter certification**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

- ◆ **Previous: Nine (9) months post-ticket experience in an industrial/commercial/maintenance environment.**

## ***KEY ACTIVITIES:***

### **A. Client Instruction**

- ◆ Provides instruction on woodworking techniques, equipment operation and safety.
- ◆ Reports any deviation of client progress.
- ◆ Re-introduces clients to workplace.
- ◆ Provides daily/weekly progress reports and attendance of clients to Occupational Therapist.
- ◆ Oversees clients in workshop and ensures all material and equipment are available.
- ◆ Ensures client is working in a safe environment.

### **B. Program Delivery**

- ◆ Assists Occupational Therapists with simulation project design.
- ◆ Selects and designs projects that are appropriate for the client therapy program.
- ◆ Under the direction of the Therapist, builds work simulation and woodworking projects to provide clients with a specific physical activity.
- ◆ Ensures clients wear protective clothing items.
- ◆ Ensures safety guards are on equipment.
- ◆ Instructs clients on proper body mechanics.

### **C. Related Key Work Activities**

- ◆ Ensures clean work areas (e.g., removes sawdust and lumber cuttings).
- ◆ Maintains and repairs all tools and equipment.
- ◆ Prices work orders.
- ◆ Orders supplies and maintains inventory.
- ◆ Assembles new equipment.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: September 11, 2018**