

POSITION:	Woodshop Technician
AFFILIATION:	FUNSCAD Unit II
SALARY RANGE:	<i>Pending Re-Evaluation</i>
DEPARTMENT:	Foundation Department
HOURS OF WORK:	Regular Full Time, 35 hours per week, mostly Monday to Friday (Position requires flexibility and may include some evening and weekend shifts)
Start Date	ASAP

POSITION SUMMARY

The Woodshop Technician is responsible for overseeing the organization, maintenance, and supervision of the Woodshop (an open access area) and ensuring that health and safety policies and practices are adhered to by all users. Provides instruction concerning the proper usage of the equipment and facilities and acts as a technical resource person to students, staff, and faculty.

DUTIES AND RESPONSIBILITIES

- Organizes, maintains, and supervises the operations of the Woodshop and monitors users.
- Repairs tools and ensures cleanliness of the shop.
- Instructs and demonstrates the safe and efficient use of tools to Woodshop users through in-class orientations and on a one-to-one basis.
- Provides instruction on and monitors health and safety policies and practices for equipment usage within the shop.
- Assists students, staff, and faculty with projects; answers questions and gives technical advice.
- Monitors borrowing of shop tools.
- Purchases of equipment and supplies within established budgets and policies; maintains and an up-to-date inventory of tools and materials.
- Evaluates Woodshop operations, organization and efficiency and recommends necessary changes.
- Provides general advice on building and construction techniques to staff, faculty, and students.
- Keeps current with new technology and information related to the field (ongoing development).

Note: These are the primary duties of the position; duties related to this job and rank may be assigned from time to time as may become necessary to the operation of the University. This Position Description describes the duties and responsibilities of the position as of **December 15, 2018**. Changing financial circumstances may require modifications to positions and to position descriptions in the future.

REQUIREMENTS

- Inter-provincial Journeyman status in the Carpentry or Cabinetmaker Trade.
- Teaching experience specifically in an adult learning environment would be considered an asset.
- Five years of recent and related post journeyman occupational experience in the field of residential/commercial carpentry or cabinetmaking.

- Familiar with and comfortable using computer applications such as the Microsoft Office Suite, Internet, E-mail and delivering course material through an online learning platform, comfortable working in a digital environment.
- Demonstrated experience liaising with business and industry in your field.
- Knowledge and experience in Nova Scotia Occupational Health and Safety Act requirements and supporting regulations.
- Must have all requisite safety training in hand (WHMIS, First Aid, etc.).
- Demonstrated commitment to diversity and inclusion
- Possess excellent presentation skills and is able to facilitate content effectively and engagingly to a variety of audiences
- Superior interpersonal skills and are able to effectively manage interpersonal relationships and issues
- Superb team building skills will enable you to develop a positive classroom dynamic and productive collegial relationships
- Commitment to excellence, to life-long learning and to community involvement make you an ideal candidate

The position involves working in a fast-paced, noisy environment with frequent interruptions. The incumbent must have advanced knowledge regarding health and safety issues. Due to the nature of the equipment and/or materials used, the incumbent must be attentive and responsive to potential safety hazards and take appropriate precautionary measures as required

APPLICATION PROCESS

This opportunity is currently open to members of FUNSCAD Unit II.

Applications should be sent to the Director of Human Resources, NSCAD University via email to careers@nscad.ca. Applications should include a cover letter, detailed CV.

Deadline for applications: Thursday, February 21, 2019 at noon.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.