



POSITION VACANCY

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| Call Number: | 2024 - 47 |
| Position: | Junior Woodworking Technician – Part Time |
| Type of Vacancy: | Part Time |
| Work Schedule: | 18 hours (3 shifts) per week Various days including evenings and weekends |
| Location: | Niagara Falls Exchange (5943 Sylvia Place) |
| Hourly Rate: | \$21.00 |
| Date Posted: | May 3, 2024 |
| Closing Date: | May 20, 2024 at 4:00 p.m. |

Further details on this position are attached.

To apply, please submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted
until 4:00 pm on **May 20, 2024.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

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| POSITION TITLE: | Junior Woodworking Technician - PT |
| DIVISION/DEPARTMENT: | Recreation, Culture and Facilities / Culture |
| RESPONSIBLE TO: | Cultural Development Coordinator |
| SUPERVISES: | N/A |
| WORKING CONDITIONS: | Mainly indoors, some heavy lifting required |
| HOURS OF WORK: | 18 hours/week average (Daytime, Evenings and Weekends) |

POSITION SUMMARY:

Under the guidance of the Woodworking Technician, is responsible for ensuring a safe, secure, and engaging environment for those looking to learn woodworking skills. Assists the Woodworking Technician with various tasks and duties in the workshop.

RESPONSIBLE FOR:

1. Ensuring there are no hazards present in the studio and communicating any need for repair or present hazards to the Woodworking Technician and Cultural Development Coordinator.
2. Assist the Woodworking Technician with supervision and guidance to any person in the shop who is handling any tools.
3. Alert the Woodworking Technician regarding supply stock by checking inventory; assist with anticipating needs; placing and expediting orders; verifying receipt; providing proper storage.
4. Assist the Woodworking Technician with delivering safety training for new Woodworking Studio members, making sure all new users know how to operate machinery and know how to work safely in the environment.
5. Collaborate with the Woodworking Technician and the Cultural Development Coordinators to develop programming and workshops for all ages and abilities.
6. Assist with preparing project materials as required based on program participants abilities; provide participant supervision throughout the program, ensuring safe handling of tools and materials.
7. Provide coverage for the Woodworking Technician when they are away (vacation or sick).
8. Assist with other duties as assigned.

POSITION REQUIREMENTS / QUALIFICATIONS:

- Post-Secondary education in woodworking, carpentry, construction and/or equivalent work experience.
- Current First Aid and CPR, level C with defibrillation certificates.
- Acceptable Police Vulnerable Sector Check (PVSC) required.
- Minimum three (3) years' experience. Demonstrate a variety of woodworking skills that can benefit the community.
- Must demonstrate a level of knowledge and ability to work independently on a variety of machinery and with power tools.
- Must be able to assist participants with varying skill levels and do so effectively and thoroughly.
- Must be able to work independently and cooperatively with participants, volunteers, professional and non-professional staff, and the public.
- Some computer skills to maintain membership database and other minor administration are required.
- Well-developed communication and customer service skills are required.
- Must be able to meet the physical requirements of the job.
- Supports the corporate Occupational Health & Safety initiatives by incorporating safe work practices into daily work routine.
- Valid Ontario G License preferred.