



# JOB DESCRIPTION

<b>Title</b>	Skilled Labourer
<b>Level</b>	
<b>Group</b>	Construction
<b>Reports To</b>	Site Supervisor
<b>Updated</b>	September 2025

## Position Summary

The primary role of the Labourer is to support and assist the Site Supervisor to ensure smooth operations and successful project completion. Applying Lean principles, this role will assist with various carpentry tasks, including finishing work and general contracting. This role requires proficiency with hand and power tools, as well as the ability to perform heavy lifting, operating an aerial lift, telehandler, driving a bobcat, and the like; and for keeping the site clean, safe and organized and will assist with preparing the site for inspections, occupancy and turnover. A strong commitment to safety and quality of workmanship is essential. Reports to the Site Supervisor.

## Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

- Supports & assist Site Supervisor in construction activities during all stages of a project.
- Communicate effectively with the project team, all contractors and sub-contractors.
- Accurately, measure, cut, shape, assemble and join materials made of wood, wood substitutes, steel and other materials.
- Utilize hand tools and power tools effectively.
- Perform installations according to specifications and safety standards.
- Operate aerial lift, telehandler, zoom boom, bobcat, forklift, etc.
- Perform a variety of carpentry tasks, ensuring high standards of craftsmanship.
- Finishing carpentry work.
- Attend safety meetings and worksite inspections when required.
- Participates with project team for planning sessions, work plans and daily huddles.
- Help to manage and organize materials and tools, including tracking inventory and coordinating deliveries.
- Perform inspections, take photos, submit inspection reports utilizing software.
- Move, load and unload construction materials and supplies, as required.
- Read drawings, blueprints, sketches and the schedule to determine work requirements.
- Coordinate work with inspections as required.
- Plan ahead to prevent problems and resolve any emerging ones.
- Identify issues and recommends practical, constructible and cost-effective solutions when issues arise.
- Perform general cleaning of construction sites including sweeping, mopping, vacuuming, dusting, and wiping surfaces.
- Remove construction debris, scrap materials, and garbage from work areas and place them in designated disposal containers.

- Stay current & ensure quality construction standards and the use of proper construction techniques.
- Maintain a clean and organized work area.

### Safety

- Maintain a clean, organized, and professional site environment.
- Uphold safety standards and ensure compliance.
- Promote a culture of safety and compliance and lead by example.
- Take responsibility for your own health and safety, and that of other workers ensuring all are working in a safe manner and following safety protocols (Occupational Health and Safety Regulations, Span West safety policies, etc.)

### Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

### **Scope of Authority**

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

### **Qualifications and Abilities**

#### Education / Experience

- Typically has more than five (5) years of on-site construction experience.
- Post-secondary education/certification in carpentry or another trade or is working towards a Journeyman Red Seal Carpenter ticket would be considered an asset.
- Certificate of Management – Lean Construction (CM-Lean) and Lean Six Sigma certificates would be considered an asset.
- Must possess or obtain required Health and Safety certifications as outlined in the company's Safety Matrix for this role.
- Valid Class 5 provincial driver's license.
- Must be authorized to work in Canada.
- A combination of education and experience that provides the ability to meet the requirements of this position.

#### Knowledge, Skills, and Abilities

- Knowledge of finishing carpentry and general contracting.
- Strong attention to detail with a commitment to quality workmanship.
- Energetic, flexible, and able to work well within a team.
- Possess solid knowledge of construction processes, means and methods.

- Excellent understanding of carpentry techniques and methods of installation and construction.
- Able to use typical power/manual equipment, such as saws, drills, etc.
- Able to carry out mobilization and demobilizations tasks effectively.
- Ability to learn building products, construction details and relevant rules, regulations, and quality standards.
- Read and understand project scope, specifications, and drawings.
- Take measurements and perform calculations.
- Ability to learn Lean Construction principles and project sequencing.
- Knowledge of construction trades, project controls, and industry best practices.
- Ability to understand safety protocols and regulations.
- Diligent in reviewing project details and identifying potential issues early.
- Excellent time-management and organizational skills; the ability to think and plan ahead, prioritize and meet deadlines.
- Capable of adapting to changing project conditions and managing multiple responsibilities in a fast-paced environment.
- Ability to use computer, phone, tablet to take photos and perform inspections.
- Able to use with construction management software, basic Microsoft Office and Google software.
- Ability to manage emails.
- Good communication skills with the ability to participate in meetings, including safety meetings and toolbox.
- Relay information clearly and professionally.
- Delivers quality work in an efficient manner.
- Able to work independently and as part of a team, with a creative approach to problem-solving and improvements.

### **Working Conditions**

- Working on an active construction site, mainly outdoors, working in any weather conditions.
- If not local to the project area, travel required with overnight stays.
- Ability to work long hours.
- Lifting, carrying, walking the sites including up/downstairs required daily.
- Capable to lift or move up to 50 lbs occasionally.

### **Employee Responsibilities**

- Must have own transportation getting to and from the project.
- Must have CSA steel-toed safety boots.
- Must have own tool belt, with general tools.

### **Measures of Performance**

- Model to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- Complete all assigned tasks in a professional and detailed manner.

### **Employee Review**

