

Manitoba Hydro – Major Northern Hydro Development Projects

INTRODUCTION

PURPOSE

This guide contains job descriptions and related information for classifications of workers likely to be required by contractors for the construction of a Northern Hydro Development Project.

This information package is intended to provide information to:

- Persons considering employment opportunities on a Project in order to understand the general nature of the work required, the types of jobs that could be available and the qualifications required for these jobs
- Persons involved in the referral services for the Project to understand the various occupations in order to be better able to match potential applicants with contractors' job orders
- Persons involved in the planning of training programs and for individual job seekers who are arranging their educational and career plans and are considering potential employment on the construction of hydroelectric generating stations and other large civil construction-type projects

CONTENTS

The Burntwood/Nelson Agreement (BNA) is the collective agreement that applies to construction of Northern Hydro Development Projects. The information on the various occupations is organized according to the relevant occupational group appendix under the BNA. All jobs described in this information package must be filled in accordance with the referral and hiring provisions of the BNA. A table of contents is included for quick reference to specific occupations. For each occupation, a job description is provided that includes the designated title of the occupation and the BNA Appendix to which it belongs. The job description also provides a general overview of the duties, responsibilities, qualifications and experience anticipated to be required of applicants for the position.

The information presented in this package represents an estimation only, based on current trade regulations and past experience on Northern Hydro Development Projects. It is important to note that these job descriptions will be subject to review and revision by individual project contractors after the work has been awarded. In some cases the duties and qualifications will vary from what is found in these descriptions. This will depend on factors such as the type and size

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of equipment, and the methods, procedures and technology used on a Project. Contractors will determine specific job qualifications and requirements when a Project is being built.

NATURE OF THE WORK

All potential applicants should be aware that construction of a Northern Hydro Development Project is demanding work. Candidates must be physically fit and willing and able to perform challenging work in a high productivity environment, often under inclement weather conditions. Work weeks typically consist of 6 consecutive 9-hour days followed by one day off. Work on a Project typically requires extended periods (e.g. up to 40 calendar days) at the Project site.

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

BLASTER

DUTIES & RESPONSIBILITIES:

- Assembles, plants and detonates explosive charges to loosen soil and rock
- Loads explosives in blast holes by hand or directs the movement of bulk explosives trucks to lead holes
- Determines quality, type and amount of explosives required
- Marks location and stakes out pattern of holes to be drilled
- Issues drilling instructions for depth and placement of blast holes
- Selects and arranges detonators to control the blast
- Assembles primer charges and blasting cap and places them with main explosive charges in drill holes
- Fills collar of drill hole with mud or clay and tamps
- Connects wires, detonating cord or fuses into series
- Directs helpers to place safety mat over charge to suppress rock fragments during blast
- Extends lead wires away from charge and tests electrical circuits with portable galvanometer
- Ensures that explosives and accessories are handled and stored in accordance with regulations
- Ensures that safety regulations are being observed and sounds horn, whistle or other signal for area to be cleared of workers and equipment
- Connects wires to blasting machine and pushes handle or button or lights fuse to detonate charge
- May be required to compile records of blasting and keep inventory of blasting agents on hand
- Supervises Powderman

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have unlimited Provincial Blaster's Certificate
- Must have additional experience in rock blasting on large civil construction projects, including experience with sequential blasting

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

CONCRETE WORKER: VIBRATOR OPERATOR, SCREEDMAN, PUDDLER, FLOATMAN, GREEN CUTTER

DUTIES & RESPONSIBILITIES:

VIBRATOR OPERATOR:

- Operates a portable vibrating machine up to 6” to properly consolidate fresh concrete

PUDDLER:

- Tamps freshly poured concrete with hand tools or machine vibrator

FLOATER:

- Smooths exposed surfaces of freshly poured concrete with hand tools or trowelling machine
- May pull screed or template over surface to spread concrete to specified depth
- May install bolts or other fixtures in concrete

GREEN CUTTER:

- Cuts lines in concrete using power cutter, edging tools, jointers and straightedges

QUALIFICATIONS & OTHER REQUIREMENTS:

- Physically able to hold and operate the machines
- Willingness to perform physically demanding work
- Able to work at heights
- Experience on larger concrete pours may be required

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

DRILLER (DIAMOND, AIR TRACK, WAGON AND HYDRAULIC)

DUTIES & RESPONSIBILITIES:

- Operates rotary or percussion type mobile drills powered by air, electric or diesel hydraulic systems to bore blast holes in rock or obtain soil and rock samples
- Couples water or air hose or electric line to drill
- Adjusts controls to start drill and to govern rotary speed or percussion rate, feed pressure and air pressure according to type of rock being drilled
- Positions additional rods by hand and operates drill to attach rod to drill string
- Changes bits or sampling equipment using wrenches and drill controls
- Reports and describes drill malfunctions and breakdowns

QUALIFICATIONS & OTHER REQUIREMENTS:

- Experience as a drill operator, operating specific types of equipment being used on the project

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

DRILLER'S HELPER

DUTIES & RESPONSIBILITIES:

- Assists Driller in setting and levelling drill, replacing bits, adding/removing rods, core barrels or other sampling equipment, connecting cables and hoses, and pulling water and air hoses away from equipment
- Observes ground surface and machine operation for indications of unsafe conditions
- Cleans and lubricates equipment

QUALIFICATIONS & OTHER REQUIREMENTS:

- May require experience as a construction labourer or as driller helper on similar type of equipment

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

FLAGMAN SPOTTER

DUTIES & RESPONSIBILITIES:

- Signals operators of trucks and other equipment to dump, move, and load materials
- Controls traffic in and around the construction site.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Physically fit

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

GENERAL CONSTRUCTION LABOURER A (BUILDING CONSTRUCTION)

DUTIES & RESPONSIBILITIES:

- Performs a variety of building construction labouring tasks including:
- Loads and unloads construction materials and moves materials to work areas
- Cleans up scrap, burns surplus materials, and cleans equipment and tools
- Signals truck drivers and other operators to dump on excavation sites
- Erects barricades
- Cleans, sorts and piles materials
- Uses simple tools such as wrecking bars, strippers, etc.
- Tends conveyor belts
- Strips concrete forms and disassembles other structures
- Provides assistance in other activities on site as directed

QUALIFICATIONS & OTHER REQUIREMENTS:

- Less than six months experience performing labouring tasks on building construction in the industrial, commercial or institutional sectors
- Willing and able to do heavy manual labour
- Willing to take instructions from a variety of personnel
- May be required to work at heights

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

GENERAL CONSTRUCTION LABOURER B (BUILDING CONSTRUCTION)

DUTIES & RESPONSIBILITIES:

- Performs a variety of building construction labouring tasks including:
- Loads and unloads construction materials and moves materials to work areas
- Cleans up scrap, burn surplus materials, and cleans equipment and tools
- Signals truck drivers and other operators to dump on excavation sites
- Erects barricades
- Cleans, sorts and piles materials
- Uses simple tools such as wrecking bars, strippers, etc.
- Tends conveyor belts
- Strips concrete forms and disassembles other structures
- Provides assistance in other activities on site as directed

QUALIFICATIONS & OTHER REQUIREMENTS:

- Minimum six months experience performing labouring tasks on building construction in the industrial, commercial or institutional sectors
- Willing and able to do heavy manual labour
- Willing to take instructions from a variety of personnel
- May be required to work at heights

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

HEAVY CONSTRUCTION LABOURER – EXCAVATION WORK

DUTIES & RESPONSIBILITIES:

- Performs a variety of manual duties including: clearing, excavating and grading on construction site and related works
- Burns brush, removes sticks and rocks and drives stakes
- Signals operators of trucks and other equipment to dump, move and load materials
- May operate a chain saw

QUALIFICATIONS & OTHER REQUIREMENTS:

- Good physical condition
- Willing and able to do heavy manual labour
- Working knowledge of safe chainsaw operating procedures

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

JACKHAMMER OPERATOR / AIR TOOL OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates a jackhammer or other similar air-driven hammers or hand held air-powered drills
- Chooses and installs proper bits
- Changes bits as required
- Connects air hoses
- Carries out basic maintenance of tools

QUALIFICATIONS & OTHER REQUIREMENTS:

- Physically capable to hold and operate the tools
- Willingness to do physically demanding work
- For certain work, previous experience may be required

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

POWDERMAN

DUTIES & RESPONSIBILITIES:

- Under the supervision of the Blaster:
 - Carries explosives to blasting area
 - Measures depth of blast hole
 - Pours or places specified explosives into drilled holes
 - Cuts specified lengths of detonating cord or wire
 - Attaches detonating cord or wire to the end of the primer and lowers the cord into the blast hole
 - Fills holes with clay or mud and tamping material
 - Places safety mats and helps to clear the blasting area

QUALIFICATIONS & OTHER REQUIREMENTS:

- Unlimited Blasting Certificate preferred
- Depending on the type of experience and complexity of blasting, a Limited Blasting Certificate may be acceptable

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

SMALL PUMP OPERATOR (2" and under)

DUTIES & RESPONSIBILITIES:

- Operates a diesel or gas-powered portable pumping system to move water from below grade excavations or to supply water for concrete mixing, flushing and cleaning
- Performs pre-start checks
- Starts and tends engine and pumping equipment
- Reports and describes machine malfunctions and breakdowns
- May perform basic maintenance and adjustments
- Lays out hose to water supply and to receiving pond or receptacles

QUALIFICATIONS & OTHER REQUIREMENTS:

- May require experience in machine operating and tending or in construction labouring

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JOB DESCRIPTION

(BNA APPENDIX 1 - Labourers)

JOB TITLE:

TRAINEE – LABOURER CLASSIFICATIONS

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties associated with a classification covered by Appendix 1 on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest in the scope of work covered by a classification and willing to undergo such training.
- Physically fit and willing and able to perform physically demanding work.
- Able to work at heights.

NOTE: The Trainee category applies only to those classifications that are non-designated trades (i.e. training is not governed by the Apprenticeship and Trades Qualification Act).

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JOB DESCRIPTION

(BNA APPENDIX 1a – Security Guards)

JOB TITLE:

SECURITY GUARD

DUTIES & RESPONSIBILITIES:

- Guards construction site against fire, theft, vandalism and illegal entry
- Patrols assigned area of construction site at predetermined intervals
- Records inspection rounds made
- Observes windows, doors, gates, equipment and machinery to ensure they are properly secured and have not been tampered with
- Reports to Lead Hand on any fire hazards, malfunction of machine or equipment, interruption of utility services, leaking pipes and security doors unlocked
- Sounds alarm, contacts Lead Hand, fire department or RCMP in case of fire or presence of unauthorized persons
- Permits authorized persons to enter property and records time of entry and departure
- Issues passes and directs visitors to appropriate area
- Checks alarms and fire extinguishers and other fire control systems to ensure that they are set to operate
- Checks credentials of persons at large on the construction site

QUALIFICATIONS & OTHER REQUIREMENTS:

- Completion of a recognized industrial security training course or a combination of training and experience equivalent thereto
- For some positions, minimum of one year experience as a security guard
- Must possess a valid Driver's License
- Must have a valid First Aid Certificate
- Must be bondable as per *The Private Investigation and Security Guard Act*, Province of Manitoba

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JOB DESCRIPTION

(BNA APPENDIX 1a – Security Guards)

JOB TITLE:

SECURITY GUARD – LEAD HAND

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates activities of guard force on the construction site
- Inspects or directs inspection of premises to test alarm systems, detect safety hazards and ensure safety equipment is serviceable
- Cooperates with RCMP and fire department in problems affecting the construction site
- Directs activities of subordinates during fires, storms and other emergencies
- Communicates with Contractor's personnel using radio system
- Issues keys for buildings to authorized personnel and keeps records of keys issued

QUALIFICATIONS & OTHER REQUIREMENTS:

- Completion of a recognized industrial security training course or a combination of training and experience equivalent thereto
- Minimum of two years experience as a security guard, including a minimum of six months experience as a Lead Hand
- Must possess a valid Driver's License
- Must have a valid First Aid Certificate
- Must be bondable as per *The Private Investigation and Security Guard Act*, Province of Manitoba

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JOB DESCRIPTION

(BNA APPENDIX 1a – Security Guards)

JOB TITLE:

TRAINEE - SECURITY GUARD CLASSIFICATION

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties of a Security Guard on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest in Security Guard work and willing to undergo such training.
- Must possess a valid Driver's Licence.
- Must be bondable.
- Must be willing to obtain a valid First Aid Certificate.
- Physically fit.

NOTE: The Trainee category applies only to those classifications that are non-designated trades (i.e. training is not governed by the Apprenticeship and Trades Qualification Act).

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JOB DESCRIPTION

(BNA APPENDIX 2 – Operating Engineers (Crane Operators))

JOB TITLE:

JOURNEYMAN BRIDGE CRANE OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates bridge, whirley or gantry crane, consisting of hoist and operator's cab mounted on a bridge that runs along tracks to lift, move and load/off-load, place and install machinery, concrete forms, concrete buckets and other loose construction materials
- Controls levers and activates buttons to regulate direction of crane and hoist movement in response to signals from worker on ground level
- Observes load hook-up and verifies the safety of the load
- Inspects crane for defective parts and notifies supervisor of mechanical or electrical malfunctions
- Performs routine maintenance work

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant operating experience on the type and size of bridge crane to be utilized
- Must be physically fit and able to climb and work above ground

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JOB DESCRIPTION

(BNA APPENDIX 2 – Operating Engineers (Crane Operators))

JOB TITLE:

**JOURNEYMAN MOBILE AND CRAWLER CRANE OPERATOR INCLUDING
BOOM TRUCKS 7300 KG AND GREATER**

DUTIES & RESPONSIBILITIES:

- Operates crane mounted on crawler treads or trucks and incorporating a boom capable of moving in the vertical and horizontal planes to lift and move materials and objects. For boom trucks, the load may also be conveyed on the deck of the truck
- Activates controls (levers, pedals etc.) in response to hand or radio signals to raise and lower crane boom and loadline
- Monitors crane loading to ensure weight of load is within lifting capacity of crane (Note: Crane capacities may vary from less than 10 tonnes up to 200 tonnes)
- Drives and positions crane to reach objects within range of boom.
- Reports and describes machine breakdowns and malfunctions.
- Performs routine maintenance work

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification corresponding to the type of crane to be operated, with additional experience appropriate for the job conditions and equipment type and capacity
- May be required to possess an appropriate valid Driver's Licence

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2 – Operating Engineers (Crane Operators))

JOB TITLE:

JOURNEYMAN TOWER & CLIMBING CRANE OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates electrically powered stationary and/or rail mounted travelling tower crane to lift, move and place heavy construction materials such as large wooden and metal concrete forms, staging, re-bar, gates and guides, metal plates, machinery, pre-cast concrete beams or blocks, structural iron and concrete buckets during pours
- Moves levers in response to signals provided by the signalman manually or by radio in order to activate the power source that enables the operator to rotate the jib (boom), travel the loadline trolley to the desired position along the jib, rotate the hoist drum to raise or lower loadline and move the crane along tracks to the desired work locations
- Maintains proper voltage within the power source, to ensure that overload cut out and brake release solenoid devices are functioning properly and to ensure that equipment is operated within its capacity
- Ensures that materials to be hoisted are within the capacity of the crane and that equipment is properly maintained

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification with extensive additional experience as a Tower Crane Operator
- Must be physically fit and able to climb and work above ground

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

BACKHOE AND SHOVEL OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates large construction backhoes and shovels with bucket size up to 15 cu. meters, to excavate, move and load material such as silt, sand, gravel, aggregate and rock

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be able to operate from right hand and left hand control seats
- Must have previous operating experience with a minimum of 3 years operating experience normally required for machines 10m³ and over

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

BATCH PLANT OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates concrete batch plant with capacities up to 300m³ per hour
- Keeps material inventories
- Works with aggregate heating and cooling systems and ice plants

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant experience with all aspects of operating large capacity batch plants including material handling and sampling
- Must be proficient with computerized systems
- Must be familiar with aggregate heating and cooling systems and ice plants
- Must have a working knowledge of concrete mixes and be capable of meeting required specifications

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

BIT SHARPENER

DUTIES & RESPONSIBILITIES:

- Sharpens bits and chisels used on drills and jack hammers to desired angles and edges using both power and hand tools
- May inspect bits and chisels for quality to determine discards and needs for replacements

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have previous experience and be competent to perform the tasks noted above
- Must be familiar with modern hydraulic or pneumatic tools and equipment

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

CONCRETE PUMP OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates truck mounted pump used to force concrete mixture through pipeline or hose from hopper to concrete forms
- Moves truck to proper position and sets for operation, including laying pipe and hose from pump to discharge point
- Disconnects and connects pipes and hoses as job requires
- Cleans hoppers, pipes and hoses

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have previous experience operating larger capacity concrete pumps

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

DOZER OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates dozers (D4 – D10) or equivalent
- Maintains grades and works in shot or blasted rock
- Works in area congested with heavy equipment traffic

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be familiar with earth moving techniques associated with large civil construction type projects
- Minimum of two years experience on large earth and rock moving projects such as dams, hydroelectric stations, open pit mines, etc.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services)

JOB TITLE:

DRILL DOCTOR (DRILL MECHANIC)

DUTIES & RESPONSIBILITIES:

- Repairs and maintains pneumatic tools such as hammers, reamers, concrete vibrators and air track drills

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant experience repairing air track drills and pneumatic tools
- May be required to supply applicable tools

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

FRONT END LOADER OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates large front end loaders, bucket size up to 15 cu. meters, to move or load earth, rock, sand or other materials
- Works in extremely congested areas loading large rockwagons, bottom dumps and other large trucks

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have operating experience, and a minimum of two years experience on larger capacity units
- Must be able to maintain a high level of productivity in loading of trucks with a variety of material including shot rock

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

GRADER OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates Caterpillar Graders up to 14G Cat or equivalent to scrape and level earth on construction sites, including experience building and maintaining dirt haul roads
- Drives grader in successive passes over terrain to raise or lower terrain to specified grade following markings on grade stakes or hand signals
- Works in congested heavy equipment areas
- May work in rock quarry or similar areas

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have operating experience, and for some work a minimum of three years experience is required

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JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

HEAVY DUTY DIESEL MECHANIC APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of Heavy Duty Equipment Mechanic on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualification Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the regulations for entry and progression in the trade

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JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

JOURNEYMAN DRAGLINE OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates a crawler or truck mounted dragline (with bucket capacity up to 15m³) to excavate or move gravel, loose rock or other materials
- Starts, stops and operates machine to move to proper site, scoop materials according to instructions given verbally or via survey stakes and dumps material at prescribed location
- Reports and describes machine malfunctions and breakdowns
- Performs routine maintenance work
- May direct workers engaged in placing blocks and outriggers to prevent capsizing of machine when lifting heavy loads

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification (or equivalent combination of training and experience) and additional previous operating experience is required with a minimum of three years experience on larger capacity machines
- Experience on large civil construction type projects is required, including experience with shot or blasted rock

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services)

JOB TITLE:

JOURNEYMAN HEAVY DUTY AND DIESEL MECHANIC

DUTIES & RESPONSIBILITIES:

- Inspects and diagnoses malfunctions in cranes, graders and other heavy construction equipment to determine extent of repairs required
- Repairs, rebuilds and adjust engines and other mechanical components of heavy construction equipment, powered conveyors and light vehicles
- Tests repaired equipment for proper performance and to ensure that work meets manufacturers' specifications

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification and several years years additional experience repairing all types of heavy construction equipment
- Contractor may accept education, training and experience equivalent to Journeyman qualifications

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

MATERIAL HOIST OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates tugger, power hoist or electrical hoisting equipment, fixed or travelling, with remote or suspended controls up to 30 tonne capacity
- Responds to audio or visual signals to position cage or load as required
- Inspects, lubricates and adjusts equipment using hand tools

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certification of Qualification for Hoisting Equipment Operator

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

OPERATOR OF CONVEYOR BELTS

DUTIES & RESPONSIBILITIES:

- Operates a conveyor or conveyor system to transfer materials to processing and loading points
- Conducts pre-start checks and starts the machine
- Adjusts chutes and deflectors to convey materials to proper points
- Checks materials for proper size and composition
- May also operate related equipment such as mixers, hoppers, scales, vibrators and pollution control devices
- May also collect samples of materials for quality control
- May keep records and make reports on operations

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience operating conveyors and conveyor systems, including aggregate production, material handling and sampling and concrete placement

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

OPERATOR OF CRUSHER, SCREENING AND WASHING PLANTS

DUTIES & RESPONSIBILITIES:

- Operates a plant utilized for the production of construction materials such as concrete aggregate and involving crushing, screening and washing operations which may be separate or interconnected systems. On larger projects, plant capacity normally exceeds 250 tons per hour
- Supervises other workers assisting in the operation of such plants

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant experience operating large capacity crushing plants
- Must be proficient with the use of computerized systems
- Must have experience supervising other workers

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

PACKER OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates power-driven roller to compact and smooth layers of material such as rock, gravel, earth and asphalt to construct roads, pavements, runways and other surfaces
- Drives machine in successive overlapping passes over surface to be compacted
- Determines speed and direction of machine, based on knowledge of compressibility of material under changing temperatures, so that ridges are not formed by excessive pressure

QUALIFICATIONS & OTHER REQUIREMENTS:

- Operating experience is normally required, particularly on larger capacity units

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

PUMPMAN (OVER 2”)

DUTIES & RESPONSIBILITIES:

- Operates gasoline or electric model pumps for supply and drainage of water to or from work areas as required
- Keeps sections free from debris to prevent plugging
- Performs pre-start checks
- Starts, stops and tends engine and pumping equipment
- Reports and describes machine malfunctions and breakdowns
- Performs routine maintenance and adjustments
- May assist in the installation and removal of supply and discharge lines

QUALIFICATIONS & OTHER REQUIREMENTS:

- Previous experience as a Pumpman on other construction jobs is required
- Mechanically inclined
- Dependable and able to work without supervision

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

SCRAPER OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates self-propelled machine to scrape, load, haul, dump and spread earth, rock and other material on construction site to construct access roads, diking, dams and other assorted works (Note: Scraper capacities may vary from 10 to 60 cu. metres)

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have operating experience, with a minimum of one year experience for larger capacity machines

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JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

SERVICEMAN

DUTIES & RESPONSIBILITIES:

- Lubricates and services construction equipment and vehicles
- Injects grease into units, such as universal joints and steering knuckles, using a pneumatic grease gun
- Inspects fluid levels, and adds specified lubricants as required
- Maintains service records

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience servicing various types of construction equipment
- Mechanically inclined
- Must possess a valid Driver's Licence. For driving of larger service vehicles a Class 3 Licence is normally required
- Must be physically fit and able to climb and service equipment
- Must be familiar with and able to understand service manuals

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

TRAINEE – EQUIPMENT OPERATOR CLASSIFICATION

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties associated with a classification covered by Appendix 2a on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest/aptitude in the scope of work covered by a classification and willing to undergo such training.
- Physically fit.
- A valid Driver's Licence may be required for training in certain classifications.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 2a – Operating Engineers (Equipment Operators & Allied Support Services))

JOB TITLE:

WELDER - FLAT, VERTICAL, OVERHEAD (C.W.B.)

DUTIES & RESPONSIBILITIES:

- May be required to read and interpret drawings, blueprints or welding process specifications
- May be required to repair and fabricate from drawings
- Operates manual or semi-automatic welding equipment to fuse metal segments for flat, vertical and overhead positions
- Operates manual or semi-automatic flame-cutting equipment
- Operates brazing and soldering equipment

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have valid Canadian Welding Bureau tickets for flat, vertical and overhead positions
- Must have a Certificate of Qualification and additional experience welding all types of heavy construction equipment on a construction site
- Contractor may accept education, training and experience equivalent to Journeyman qualification

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

BELLY DUMP DRIVER

DUTIES & RESPONSIBILITIES:

- Operates heavy diesel-powered earth and rock moving trucks with bottom discharge (e.g. 30 ton Kenworth 510 and 100 ton Atlas trucks or equivalent) to haul a variety of granular type fill such as silt, sand, gravel, etc.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required operating belly dumps on large civil construction type projects
- Must possess an appropriate valid Driver's Licence consistent with size/capacity of vehicle and an air brake endorsement. For larger capacity belly dumps a Class 1 Driver's Licence will be required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

BUS DRIVER

DUTIES & RESPONSIBILITIES:

- Operates gasoline or diesel bus to transport passengers (Note: Bus capacity up to 44 passengers)
- Drives over difficult terrain, steep grades and in congested construction areas
- Reports delays, malfunctions and accidents

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required driving a bus on construction sites
- Must possess a valid Class 2 Drivers License with air brake endorsement, and a good driving record

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

END DUMP DRIVER (ROCK WAGON)

DUTIES & RESPONSIBILITIES:

- Operates large diesel-powered Rockwagon (e.g. Cat 773-50 ton or similar) to move and haul rock and other construction materials
- Drives under difficult conditions such as rough terrain, steep grades and congested construction areas

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required operating large capacity haul vehicles on large civil construction type projects
- Must possess an appropriate valid Driver's Licence consistent with size/capacity of vehicle and an air brake Endorsement. For larger capacity End Dumps, a valid Class 3 Driver's Licence is normally required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

FORKLIFT OPERATOR

DUTIES & RESPONSIBILITIES:

- Operates powered forklift (e.g. 15 ton Hyster forklift or equivalent) to lift, stack or move merchandise, equipment parts or bulk materials in warehouses, storage yards or other locations

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have previous experience working in a construction warehouse environment
- Must possess a valid Driver's Licence

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

FUEL TRUCK DRIVER

DUTIES & RESPONSIBILITIES:

- Operates gasoline or diesel Tandem Tanker unit
- Fuels construction equipment such as dozers, loaders, cranes and other construction equipment
- Drives over difficult terrain, steep grades and in congested construction areas
- Maintains fuel records

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be physically fit and able to climb and fuel a variety of heavy construction equipment
- Experience fueling construction equipment noted above may be requested
- Must possess an appropriate valid Driver's Licence consistent with size/capacity of vehicle and an air brake endorsement. For larger capacity fuel trucks, a Class 2 Driver's Licence will be required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

JOURNEYMAN TRUCK MECHANIC

DUTIES & RESPONSIBILITIES:

- Services, repairs and overhauls trucks and buses used for various purposes on the construction project
- Diagnoses faults in engines using various test equipment and repairs to specifications
- Orders or requisitions spare parts and supplies for shop
- Adjusts, repairs or replaces parts and components of automotive systems including fuel, brake, steering and suspension systems, transmissions, differentials, drive axles and shafts, emission control and exhaust systems, engines and electrical systems, cooling and climate control systems and dumping and hoisting systems using hand tools and other specialized automotive repair equipment
- May perform routine body repairs (e.g. repairing doors, locks and glass)

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification and several years experience at the Journeyman level
- Must possess a valid Class 1 Drivers License with air brake endorsement
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

PARTSMAN

DUTIES & RESPONSIBILITIES:

- Counts and sorts incoming articles to verify receipt of items on requisitions or invoices
- Examines incoming articles for conformance to specifications
- Stores articles in an orderly and accessible manner in containers, bins or on shelves
- Processes incoming requisitions, fills orders and issues or distributes parts and supplies from stock
- Controls inventory and maintains records of amount, type and location of parts and supplies on hand
- Keeps parts area clean and in order
- May be required to operate vehicles associated with warehousing and distribution systems

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant previous experience in large construction site warehouses
- Must be familiar with parts for large construction equipment (e.g. Caterpillar, Grove, Atlas Copco, Link Belt and Manitowac, etc.)
- Must possess a valid Driver's Licence. For larger warehouse operations a class 3 Driver's Licence is normally required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

SEMI-TRAILER (HIGH OR LOW BED) DRIVER

DUTIES & RESPONSIBILITIES:

- Operates gasoline or diesel tractor trailer units to transport large equipment or material including granular (eg. sand, gravel, aggregate, etc.), depending on trailer configuration
- Directs proper load placement
- Oversees the condition of equipment, loading and unloading, and safety and security of the cargo including tying down loads to ensure safe transport
- May keep records of cargo information, distance travelled, fuel consumption and other information

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required driving semi-trailers on and off construction sites
- Must possess an appropriate valid Driver's Licence consistent with size/capacity of vehicle to be operated and if both highway and off-highway travel is required, a Class 1 Driver's Licence with air brake endorsement is normally required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

TANDEM TRUCK AND TRANSIT MIX TRUCK DRIVER

DUTIES & RESPONSIBILITIES:

- Operates gasoline or diesel tandem trucks with capacity up to 20m³ to haul gravel, sand and other construction materials
- Transit mix truck driver operates transit mix trucks 5 cu. yards in capacity and over (e.g. 510 Kenworth)
- Drives over difficult terrain, steep grades and in congested construction areas

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required driving tandem trucks and transit mix trucks on large civil construction projects
- Must possess an appropriate valid Driver's Licence consistent with size/capacity of vehicle and an air brake endorsement. On larger capacity vehicles, a Class 2 Driver's Licence will be required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

TRAINEE – TEAMSTERS CLASSIFICATION

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties associated with a classification covered by Appendix 3 on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest/aptitude in the scope of work covered by a classification and willing to undergo such training.
- Must possess or be able to obtain a valid Driver's Licence; for some classifications a Class 3 licence or higher may be required along with an air brake endorsement (i.e. depending on size/capacity of vehicle and operating conditions).
- Physically fit.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

TRUCK DRIVER (UP TO 5 TON CAPACITY)

DUTIES & RESPONSIBILITIES:

- Operates light trucks up to five ton capacity
- Drives over difficult terrain, steep grades and in congested construction areas

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have previous experience driving a truck, a significant portion of which must have been in a heavy construction environment
- Must possess a valid Driver's Licence. For larger capacity trucks a Class 3 Driver's Licence with air brake endorsement may be required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

TRUCK MECHANIC APPRENTICE (MOTOR VEHICLE MECHANIC APPRENTICE)

DUTIES & RESPONSIBILITIES:

- Performs the duties of Truck Mechanic on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualification Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- May be required to possess or obtain a valid Class 1 Drivers License with air brake endorsement
- Must meet the requirements of the regulations for entry and progression in the trade

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

UTILITY DRIVER

DUTIES & RESPONSIBILITIES:

- Operates as directed by the contractor, generally larger capacity buses and trucks such as belly dumps, rock wagons and tractor trailer units etc., all of which are covered by Appendix 3, Teamsters.
- Performs other duties associated with the class of vehicle being operated.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Significant previous experience is required for operating the type/capacity of vehicles stipulated by the Contractor.
- Must possess a Class 1 Driver's Licence and an air brake endorsement.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

WAREHOUSE FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises, organizes, controls and coordinates the operations of the warehouse including the supervision of warehousepersons and other workers involved in loading, unloading, sorting, carrying, stacking and storing goods and materials either manually or using handtrucks and forklifts
- May be assigned responsibilities to plan, organize and direct administrative services such as cleaning, maintenance, safety and security in a warehouse environment
- May prepare reports related to warehouse operations and inventory
- May be required to operate vehicles associated with warehousing and distribution systems

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have significant experience in all aspects of construction warehouse operations
- Must have supervisory experience
- May be required to possess an appropriate valid Driver's Licence with an air brake endorsement consistent with the capacity/size of vehicles to be operated
- For larger warehouse operations a Class 3 Driver's Licence is normally required

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 3 - Teamsters)

JOB TITLE:

WAREHOUSEPERSON (MATERIAL HANDLER GENERAL)

DUTIES & RESPONSIBILITIES:

- Loads, unloads, conveys and distributes materials within the warehouse
- Receives, stores, orders and issues supplies and merchandise
- Keeps records of inventory and operations
- May perform other material handling activities such as counting, weighing, sorting, packing, unpacking and checking materials
- Keeps warehouse clean and in order

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have previous experience with construction warehouse operations, including a good working knowledge of warehouse accounting procedures
- Must be physically fit

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4 - Carpenters)

JOB TITLE:

CARPENTER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Carpenter on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualification Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the regulations for entry and progression in the trade
- Must have own tools as specified in the BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4 - Carpenters)

JOB TITLE:

CARPENTER FORMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates activities of workers engaged in the trade of carpentry including but not limited to measuring, cutting, shaping and assembly of wood and other materials, fabricating forms, installing metal frame forms, reading and interpreting blueprints

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising other workers

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4 - Carpenters)

JOB TITLE:

CARPENTER – OTHER

DUTIES & RESPONSIBILITIES:

- Measures, cuts, shapes, assembles and joins materials made of wood, wood substitutes and other materials
- Reads, interprets and works from blueprints, drawings, sketches and other specifications on a variety of structures related to the construction project
- May supervise and instruct Carpenter Apprentices and labourers
- May be required to rig and signal form placement
- Prepares layouts in conformance to building codes using measuring tools
- Fits and installs trim items such as doors, stairs, moulding and hardware
- May specialize in one or more types of work including metal frame forms, cantilevered forms, large construction draught tube forms, scroll case forms, interior trimming on camp buildings, framing, maintenance and exterior cladding

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a minimum of four years experience with all aspects of the carpentry trade plus 1-2 years experience on major construction sites where the main responsibility of the carpenter is to fabricate, assemble and install concrete forms for vertical concrete pours
- Must be able to read and work from blueprints
- Must be willing and able to climb and work at heights
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4 - Carpenters)

JOB TITLE:

JOURNEYMAN CARPENTER

DUTIES & RESPONSIBILITIES:

- Measures, cuts, shapes, assembles and joins materials made of wood, wood substitutes and other materials
- Reads, interprets and works from blueprints, drawings, sketches and other specifications on a variety of structures related to the construction project
- Supervises and instructs Carpenter Apprentices and labourers
- May be required to rig and signal form placement
- Prepares layouts in conformance to building codes using measuring tools
- Fits and installs trim items such as doors, stairs, moulding and hardware
- May specialize in one or more types of work including metal frame forms, cantilevered forms, large construction draught tube forms, scroll case forms, interior trimming on camp buildings, framing, maintenance and exterior cladding

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and previous experience as a carpenter on heavy industrial type construction projects
- Must be able to read and work from blueprints
- Must be willing and able to climb and work at heights
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4a -Millrights)

JOB TITLE:

MILLWRIGHT APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Millwright on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualification Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 4a -Millrights)

JOB TITLE:

MILLWRIGHT FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of construction Millwrights involved in the assembly, installing and setting up of machinery and equipment and in particular turbines and generators

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising other workers

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 4a -Millrights)

JOB TITLE:

JOURNEYMAN MILLWRIGHT

DUTIES & RESPONSIBILITIES:

- Installs and aligns turbines, generators and related machinery
- Lays out foundations from blueprints
- Sets up and lines shafts and pulleys
- Erects conveyor lines, belts, etc.
- Sets up and operates various machine tools such as lathes and grinders to fabricate parts required during overhaul, maintenance or set-up of machinery

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification; previous experience in the installation of turbines and generators may be required
- Contractor may accept a combination of education, training and experience equivalent to Journeyman status
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 5 – Painters Division)

JOB TITLE:

JOURNEYMAN PAINTER (BRUSH AND ROLLERS)

DUTIES & RESPONSIBILITIES:

- Applies paint, varnish, stain, enamel or lacquer to colour, decorate or protect from deterioration, the surfaces of buildings, towers and other structures
- Prepares and cleans surfaces to be painted by methods such as scraping, sanding, hydro-blasting and steam-cleaning
- Prepares surfaces by filling cracks and holes with filler materials
- Cleans and maintains equipment
- May work on scaffolding, ladders and other types of rigging
- Supervises and instructs Painter Apprentices and supervises helpers

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification
- Must be willing and able to climb and work at heights
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 5 – Painters Division)

JOB TITLE:

JOURNEYMAN PAINTER (SPRAYING AND SANDBLASTING)

DUTIES & RESPONSIBILITIES:

- Applies paint, varnish, stain, enamel or lacquer to colour, decorate or protect from deterioration, the surfaces of buildings, towers and other structures using spray painting equipment
- Prepares and cleans surfaces to be painted using methods including scraping, sanding, sand-blasting, hydro-blasting and steam-cleaning
- Prepares surfaces by filling cracks and holes with filler materials
- Cleans and maintains equipment
- May work on scaffolding, ladders and other types of rigging
- Supervises and instructs Painter Apprentices and supervises helpers

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification
- Must be willing and able to climb and work at heights
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 5 – Painters Division)

JOB TITLE:

PAINTER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs duties of Painter on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 5a –Glassworkers Division)

JOB TITLE:

JOURNEYMAN GLASS AND METAL MECHANICS

DUTIES & RESPONSIBILITIES:

- Cuts, fits and installs glass in windows and doors and on interior walls and ceilings of buildings
- Reads and interprets specifications for required type and thickness of glass, frame and materials
- May fabricate metal frames for glass installation

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 5b – Floor Covering Division)

JOB TITLE:

CARPET AND RESILIENT FLOOR TILE LAYER

DUTIES & RESPONSIBILITIES:

- Inspects, measures and marks surfaces to be covered
- Measures, cuts and fastens underlay and underpadding
- Measures, cuts and installs carpeting using hand or machine stitcher, seaming iron, bonding tape or other bonding materials
- Stretches carpeting using knee-kicker or power stretcher and secures carpeting to floor or other surfaces using staple gun or other devices
- Measures, cuts and installs vinyl resilient floor covering using adhesive, rollers and other hand tools

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and experience installing a wide variety of floor covering materials or has acquired the skills of the trade for a period of not less than six years and is proficient in performing the key tasks of the trade as set out in Appendix 5b of the BNA

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 6 – Insulator Workers)

JOB TITLE:

JOURNEYMAN INSULATION MECHANIC

DUTIES & RESPONSIBILITIES:

- Insulates heat, water, steam or other piping
- Insulates hot and cold air ducts
- Works from blueprints, drawing and sketches to determine insulation requirements
- Measures and cuts insulating material to required dimensions using hand and power tools
- Applies and secures insulation using spraying, blowing, pasting, strapping, taping and other application and installation methods
- Installs various types of vapour barriers and waterproofing

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level or at least four years experience with all aspects of the insulation trade and be recognized by contractors in the industry as having attained the requisite skills and proficiencies.
- May be required to pass an efficiency test administered by the contractor
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 7 –Lathers)

JOB TITLE:

DRYWALL APPLICATOR APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Drywall Applicator on a progressive basis in accordance with the Regulations under the Apprenticeship and Trades Qualification Act

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the Regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 7 –Lathers)

JOB TITLE:

JOURNEYMAN DRYWALL APPLICATORS

DUTIES & RESPONSIBILITIES:

- Measures, cuts, fits and fastens drywall sheets to metal or wooden studs or joists on interior walls and ceilings of buildings
- Cuts and installs metal corner beads to protect exterior corners
- Tapes and finishes all joints between drywall sheets

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 8 – Plasterers)

JOB TITLE:

JOURNEYMAN PLASTERER

DUTIES & RESPONSIBILITIES:

- Applies coats of plaster to interior walls and ceilings of buildings to produce a finished surface using trowels, floats, brushes or spraying equipment
- Sprays acoustic materials or texture finish over walls and ceilings
- Installs corner beads and wire mesh around beams to which plaster is to be applied

QUALIFICATIONS & OTHER REQUIREMENTS:

- Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 8a – Cement Masons)

JOB TITLE:

CEMENT MASON APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs duties of Cement Mason on a progressive basis according to standards established by the industry

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have an aptitude and interest in the trade and be willing and able to serve as an Apprentice

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 8a – Cement Masons)

JOB TITLE:

JOURNEYMAN CEMENT MASON

DUTIES & RESPONSIBILITIES:

- Spreads concrete to specified depth
- Smooths and finishes exposed surfaces of poured concrete according to grade and depth specifications using straightedge, float, trowels or power float
- Forms expansion joints and edges
- May direct setting of forms
- Directs the placement of concrete into forms or onto surfaces according to grade
- Applies hardening and sealing compounds to cure surface of concrete
- Repairs, resurfaces and replaces worn or damaged sections of floors, walls, roads and other concrete structures
- Supervises and instructs Cement Mason Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have Certificate of Qualification and experience at the Journeyman level or at least three years experience with all aspects of concrete finishing and curing and be recognized by contractors in the industry as having the equivalent of Journeyman status

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 9 - Bricklayers)

JOB TITLE:

BRICKLAYER AND MASON APPRENTICES

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Bricklayer on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualification Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 9 - Bricklayers)

JOB TITLE:

BRICKLAYING FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of workers engaged in preparing and laying brick and natural stone and blocks of concrete and related materials

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising other workers
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 9 - Bricklayers)

JOB TITLE:

JOURNEYMAN BRICKLAYER

DUTIES & RESPONSIBILITIES:

- Prepares and lays brick, concrete, cinder, terra cotta or other types of building blocks, structural tiles and similar materials, except stone and marble, to construct walls, partitions, sewers and other structures
- Examines plans and specifications to obtain details for construction
- Measures distances from reference point and erects guidelines on working surface to lay out work
- Directs helpers erecting scaffold and setting out materials

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Manitoba Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 9 - Bricklayers)

JOB TITLE:

JOURNEYMAN STONEMASON

DUTIES & RESPONSIBILITIES:

- Builds stone structures, such as walls, piers and abutments
- Prepares and lays walks, curbstones or special types of masonry such as acid-resistant soapstone for vats, tanks and floors
- Directs and assists helper setting stone in place by hand, using pry-bar or with aid of a lifting device

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 9 - Bricklayers)

JOB TITLE:

MASONRY FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of workers engaged in the building of stone structures such as walls, piers and abutments
- Supervises and coordinates the activities of workers engaged in the laying of walks, curbstones or special types of masonry such as acid-resistant soapstone for vats, tanks and floors

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising other workers
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10 – Sheet Metal)

JOB TITLE:

JOURNEYMAN SHEET METAL WORKER

DUTIES & RESPONSIBILITIES:

- Fabricates, assembles and installs sheet metal items such as drainpipes, ventilator shafts, furnace casings, eavestroughs, air and heat ducts and metal partitions
- Reads drawings and sketches of work to be performed and lays out, measures and marks sheet metal
- Operates light metalworking machines such as shears, brakes, punches and drill presses to cut, bend, punch, drill, shape or straighten sheet metal
- Fits and joins sheet metal parts using riveter, soldering and other fastening methods
- Supervises and instructs Sheet Metal Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10 – Sheet Metal)

JOB TITLE:

SHEET METAL WORKER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Sheet Metal Worker on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10a - Roofers)

JOB TITLE:

JOURNEYMAN ROOFER

DUTIES & RESPONSIBILITIES:

- Selects materials according to plans and specifications
- Applies roofing paper, hot tar and gravel, and other roofing materials such as shingles, to roof surface
- Cuts, fits and nails strips of sheet metal, insulating material or preformed flashings in angles between walls, chimneys or vents and roof surface
- Supervises and instructs Roofer Apprentices and supervises helpers (For further information see classification in BNA Appendix)

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10a - Roofers)

JOB TITLE:

ROOFER APPRENTICE AND CLASSIFIED WORKER

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Roofer on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Acts*
- A Classified Worker means a person with limited or no roofing experience capable of performing entry level tasks or single job specific skills

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade (currently, an Apprentice must have a minimum of 2000 hours of working experience prior to registration)

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10b – Sheeters, Deckers and Cladders)

JOB TITLE:

JOURNEYMAN SHEETER, DECKER OR CLADDER

DUTIES & RESPONSIBILITIES:

- Lays out, fabricates and erects building framework such as sub-flooring, exterior walls, interior partitions and roofs
- Applies siding materials such as metal wall panels and insulated roof panels to provide a protective, insulating surface
- Reads blueprints or work order specifications to determine layout and installation procedures
- Measures and marks guidelines to be used for installations
- Installs, repairs and services exterior prefabricated products such as siding, shutters, awnings, fences and decks using hand and power tools

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and a minimum of 7500 hours working at the trade (or as otherwise specified from time to time in Appendix 10b of the BNA)
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 10b – Sheeters, Deckers and Cladders)

JOB TITLE:

SHEETER, DECKER OR CLADDER TRAINEES

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Sheeter, Decker and Cladder on a progressive basis. The classification system for Trainees including probationary employees is set out in Section 4 of Appendix 10b

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements of the regulations and the training provisions of this Appendix for entry and progression in the trade
- Must have own tools as specified in the BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 11 - Boilermakers)

JOB TITLE:

BOILERMAKER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs duties of Boilermaker on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 11 - Boilermakers)

JOB TITLE:

BOILERMAKER FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates activities of workers engaged in fabricating, assembling, erecting and repairing boilers and pressure vessels

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising other workers

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 11 - Boilermakers)

JOB TITLE:

BOILERMAKER HELPER

DUTIES & RESPONSIBILITIES:

- Helps workers to fabricate and assemble boilers and steel-plate vessels such as tanks and vats
- Uses power machines such as the drill press, punch press, boring mill, power shears, and portable and pedestal grinders
- Uses hand tools

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be physically capable of heavy construction labour work

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 11 - Boilermakers)

JOB TITLE:

JOURNEYMAN BOILERMAKER

DUTIES & RESPONSIBILITIES:

- Lays out, fabricates, assembles, rigs, erects and welds boilers, tanks and pressure vessels
- Develops layout and plans sequence of operations
- Cuts metal plates and brackets
- Sets up and operates heavy-metal working machines such as brakes, rolls, shears, flame cutters and drill presses to cut, shape and form metal into parts or sections
- Repairs and performs maintenance work on boilers and other heavy-metal products
- May direct activities of hoist or crane operators and other workers during fabrication, assembly, installation or repair of heavy-metal products
- Supervises and instructs Boilermaker Apprentices and supervises helpers

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have Certificate of Qualification and additional experience at the Journeyman level
- Boilermaker-Welders must have a current Provincial Government Welding Certificate

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12 – Iron Workers)

JOB TITLE:

JOURNEYMAN STRUCTURAL IRON WORKER

DUTIES & RESPONSIBILITIES:

- Erection of structural steel for buildings, bridges, tanks, towers, etc.
- Assembles and reeves erecting cranes, travellers, guy and stiff leg derricks and moves travellers
- Hooks on, climbs, connects and signals the Hoisting Engineer
- Erects scaffold, fits joints and performs bolting operations
- Carries out all the miscellaneous tasks that arise on erection jobs such as tying knots, burning, drilling and reaming, etc.
- Supervises and instructs Iron Worker Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level
- Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must be willing and able to climb and work at heights

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12 – Iron Workers)

JOB TITLE:

JOURNEYMAN STRUCTURAL IRON WORKER – WELDER

DUTIES & RESPONSIBILITIES:

- Performs welding operations for structural ironwork including erection of scaffolding, fit-up work and burning & chipping
- Able to read and understand welding symbols and procedures
- May perform all other duties as a Journeyman Iron Worker

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level. Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must possess the appropriate C.W.B. ticket(s) and qualify under Class “C” of the current Canadian Standards Association Code
- Must be willing and able to climb and work at heights

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12 – Iron Workers)

JOB TITLE:

STRUCTURAL IRON WORKER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs duties of Structural Iron Worker on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must be willing and able to climb and work at heights

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12 – Iron Workers)

JOB TITLE:

STRUCTURAL IRON WORKER FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates activities of workers engaged in raising, positioning and joining pre-fabricated metal members and parts on all kinds of steel erection, including buildings, bridges, tanks, towers, etc.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant previous experience at the Journeyman level. Contractor may accept a combination of education, training and experience equivalent to Journeyman qualifications
- Must have previous experience supervising other workers
- May be required to have appropriate C.W.B welding ticket
- Must be willing and able to climb and work at heights

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12a – Rodman)

JOB TITLE:

JOURNEYMAN REINFORCING RODMAN – (REBAR)

DUTIES & RESPONSIBILITIES:

- Applies proper ties efficiently using Klein side cutting pliers
- Slings, climbs and signals the Hoist Operator to position steel units
- Erects scaffolding and when required ties necessary knots and sling scaffolds
- Places reinforcing steel in accordance with recognized ACI Standards under the direction of the Foreman or Superintendent
- Reads and interprets bar lists, placing drawings and cutting sheets
- Operates bending and cutting machines under the direction of the Foreman
- Works with a hickey
- Measures off work under the direction of the Foreman or Superintendent
- Supervises and instructs Rodman Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and experienced in the fabrication, placing and tying of reinforcing steel in all types of reinforced concrete structures. Contractor may accept a combination of education, training and experience equivalent to Journeyman status
- Must have a thorough working knowledge of tools and equipment used in the trade as laid down in the CRSI Recommended Practice for Placing Reinforcing Bars, 1959
- Must be in physical condition to pack steel efficiently and safely

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12a – Rodman)

JOB TITLE:

REINFORCING RODMAN APPRENTICE AND TRAINEE – (REBAR)

DUTIES & RESPONSIBILITIES:

- Performs duties of Rodman on a progressive basis according to standards established by the industry (Rodman Trainee is an entry level Apprentice Classification – for further details, see Section 5 of Appendix 12a)

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have an aptitude and interest in the trade and be willing and able to serve as an apprentice
- Must be willing and able to work at heights

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 12a – Rodman)

JOB TITLE:

REINFORCING RODMAN FOREMAN – (REBAR)

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates activities of workers engaged in placing reinforcing steel (rebar)
- May perform some or all of the duties of a Journeyman Reinforcing Rodman

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and experience in the fabrication, placing and tying of reinforcing steel in all types of reinforced concrete structures. Contractor may accept a combination of education, training and experience equivalent to Journeyman status
- Must have experience supervising other workers
- Must be in physical condition to carry out all aspects of the trade

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 13 – Electrical Workers)

JOB TITLE:

ELECTRICAL APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of Electrician (Construction) on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 13 – Electrical Workers)

JOB TITLE:

ELECTRICAL FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of Journeymen and Apprentices engaged in installing and repairing electrical wiring and equipment on construction sites

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and significant additional experience at the Journeyman level
- Must have experience supervising Journeymen and Apprentices
- May require C.W.B. ticket(s)

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JOB DESCRIPTION

(BNA APPENDIX 13 – Electrical Workers)

JOB TITLE:

JOURNEYMAN ELECTRICIAN – (CONSTRUCTION)

DUTIES & RESPONSIBILITIES:

- Lays out, assembles, installs, splices and replaces electrical wiring, receptacles, switch boxes, conduits, feeders, cable assemblies, lighting fixtures and other electrical components in industrial establishments in accordance with drawings
- Performs electrical work related to heavy construction installation including conduit cable trays, fan motors, heaters, lights, control panels and transformers
- Maintains, repairs, installs and tests switchgears, transformers, switchboard meters, regulators, reactors, electrical motors, generators, industrial storage batteries and hydraulic and pneumatic electrical control systems
- Inspects and tests installed electrical equipment and apparatus to locate electrical faults and check their operation, using volt meters, ammeters and other electrical test instruments and equipment
- May complete test and maintenance reports
- Tests continuity of circuits using test equipment to ensure compatibility and safety of system, following installation, replacement or repair
- Supervises and instructs Electrical Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification
- May require C.W.B. ticket(s)
- Additional experience at the Journeyman level may be required for some positions
- Must have own tools as specified in BNA Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14 - Plumbers and Pipefitters)

JOB TITLE:

JOURNEYMAN PIPE FITTER / STEAM FITTER / SPRINKLER INSTALLER

DUTIES & RESPONSIBILITIES:

- Lays out, fabricates, installs and maintains high- and low-pressure systems of piping and fittings for conducting steam, water, oil and other liquids and gases used in heating, cooling, lubricating and other industrial processing systems
- Reads and interprets drawings and specifications to determine layout and material requirements
- Cuts openings for pipe in walls, floors and ceilings using hand or power tools or machines
- Measures, cuts, threads and bends pipe to required shape using hand and power tools
- Welds, brazes, cements, solders or threads joints to join pipes and fabricate sections of piping system
- Tests system for leaks using testing equipment
- Supervises and instructs Pipe Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification
- Additional experience at the Journeyman level may be required for some positions
- May require C.W.B. ticket(s)
- Must have own tools as specified in Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14 Plumbers and Pipefitters)

JOB TITLE:

JOURNEYMAN PIPE FITTER – WELDER

DUTIES & RESPONSIBILITIES:

- Assembles and installs piping and fittings and fuses joints using acetylene, arc, atomic and oxy-hydrogen welding equipment
- Examines drawings and other specifications to determine the piping layout and type and the standard of the welding joint
- May be required to perform some or all of the duties of a Journeyman Pipe Fitter

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification
- Additional experience at the Journeyman level may be required for some positions
- Must have necessary C.W.B. ticket(s)

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14 Plumbers and Pipefitters)

JOB TITLE:

JOURNEYMAN PLUMBER

DUTIES & RESPONSIBILITIES:

- Assembles, installs and repairs pipes, fixtures and fittings used for water distribution and waste disposal in private, public and industrial buildings, according to local plumbing codes
- Examines building plans and specifications to determine the layout for plumbing system components such as water supply network, sewage waste drainage and plumbing fixtures
- Locates positions and cuts openings for pipe connections, passage holes and fixtures in walls and floors
- Measures, cuts and threads pipes using hand and power tools
- Joins pipes using couplings, clamps, screws, bolts, cement or soldering, brazing and welding equipment
- Tests pipes for leaks using air and water pressure gauges

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification
- Additional experience at the Journeyman level may be required for some positions
- Must supply basic tools of the trade as specified by Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14 Plumbers and Pipefitters)

JOB TITLE:

PIPE FITTER / STEAM FITTER / PLUMBER AND SPRINKLER FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of workers engaged in installing and repairing pipeline, plumbing, sprinkler systems and related equipment for water, gas, steam, sewage or other systems

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have Certificate of Qualification relevant to the trade being supervised, and significant additional experience at the Journeyman level
- Must have experience supervising Journeymen and Apprentices

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14 Plumbers and Pipefitters)

JOB TITLE:

PIPE FITTER / STEAM FITTER / SPRINKLER INSTALLER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs duties of Pipe Fitters/Steam Fitters/Sprinkler Installer on a progressive basis in accordance with the regulations under *The Apprenticeship and Trades Qualifications Act*

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must supply own tools as specified in Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14a – Refrigeration Section of Plumbers and Pipefitters)

JOB TITLE:

JOURNEYMAN REFRIGERATION WORKER

DUTIES & RESPONSIBILITIES:

- Measures, lays-out, assembles and installs refrigeration and/or air conditioning components and attendant piping using welding and brazing equipment.
- Performs testing and commissioning tasks
- Performs routine maintenance and servicing including recharging system with refrigerant
- Supervises and instructs Apprentices

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualifications and additional experience at the Journeyman level
- May require CWB tickets
- Must have own tools as specified in appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 14a – Refrigeration Section of Plumbers and Pipefitters)

JOB TITLE:

REFRIGERATION WORKER APPRENTICE

DUTIES & RESPONSIBILITIES:

- Performs the duties of a Refrigeration Worker on a progressive basis in accordance with the regulations under the Apprentice and Trades Qualification Act

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must meet the requirements under the regulations for entry and progression in the trade
- Must have own tools as specified in the Appendix

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

CLERK – TYPIST

DUTIES & RESPONSIBILITIES:

- Performs general clerical work where majority of duties require the use of word processing software on a personal computer, and in some cases the use of a typewriter
- Prepares correspondence, reports, statements, invoices forms and other administrative documents in hard copy and electronic file format
- Receives and registers correspondence, reports, text and other written material for typing or word processing
- Files documents and compiles information for records
- May photocopy and collate documents, sorts and distributes mail and answer the telephone
- May use an adding machine, calculator, spreadsheet software as well as photocopiers and facsimile (FAX) machines
- Labels, copies and stores diskettes and other electronic data storage mediums and maintains inventory of stored material

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be able to type at a speed of not less than 40 words per minute
- May require completion of secondary school, college or other courses in word processing and/or office software applications
- Must be proficient with personal computers and other office equipment such as facsimile (FAX) machines, photocopiers

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

CLERK I

DUTIES & RESPONSIBILITIES:

- Performs general clerical and computer related duties consistent with that performed by a Clerk–Typist
- Performs mathematical calculations
- Posts to records and transposes information
- Prepares memos and letters of a routine nature
- Undertakes registrations and collecting and disbursement of room key monies if assigned to camp office duties

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be able to type at a speed of not less than 40 words per minute
- May require completion of secondary school, college or other courses in word processing and/or office software applications including basic accounting. Contractor may accept an equivalent combination of education, training and experience
- Must be proficient with personal computers and other office equipment such as facsimile (fax) machines, photocopiers etc.
- May require relevant past experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

CLERK II

DUTIES & RESPONSIBILITIES:

- Performs clerical functions within generally defined procedures relating to payroll, accounts payable, accounts receivable, purchasing and inventory control

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be able to work with limited supervision
- May require completion of college or other courses in business administration, accounting, bookkeeping, payroll administration or computer operation
- Contractor may accept an equivalent combination of education, training and experience
- Must be proficient with personal computers and other office equipment such as facsimile (FAX) machines, photocopiers
- May require relevant past experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

DRAFTSMAN

DUTIES & RESPONSIBILITIES:

- Develops and prepares engineering drawings, plans, diagrams or layouts from preliminary concepts, sketches, engineering calculations, specification sheets, field surveys and other data for structures including hydraulic structure and dikes (these structures may involve the use of structural steel, bridge trusses, plate girders, columns and other structural components)
- Prepares drawings showing profiles, cross-sections and rights-of-way
- Operates computer aided drafting equipment and/or a conventional drafting station

QUALIFICATIONS & OTHER REQUIREMENTS:

- Successful completion of a recognized technology course with several years additional experience
- Contractor may accept an equivalent combination of education, training and experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

EMERGENCY MEDICAL RESPONDER (EMR)

DUTIES & RESPONSIBILITIES:

- Assess extent of injuries or illness of trauma victims to determine emergency medical treatment
- Administer pre-hospital emergency care
- Transport patients to hospital or other medical facility for further medical care
- Document and record nature of injuries and treatment provided
- Maintain emergency care equipment and supplies
- Assist hospital personnel with provision of medical treatment, if necessary

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be a licenced EMR from a Manitoba Health approved course
- Able to receive transfer of function from Medical Director for the following medical acts: AED, EPI-PEN, NITRO, VENTOLIN & PULSE OXIMETRY
- Valid Class 4 Driver's Licence

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

FIRST AID ATTENDANT (MEDICAL)

DUTIES & RESPONSIBILITIES:

- Gives first aid to injured or ill employees at construction site and accident scenes including cleaning, disinfecting and bandaging minor cuts and burns and applies Cardio-pulmonary Respiration (CPR) or administers oxygen in cases of suffocation or asphyxiation
- Keeps records of patients attended
- May assist the Emergency Medical Responder with the handling of patients as directed

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a valid First Aid Certificate of the level necessary for the medical services to be provided and a heart saver CPR Certificate as per the regulations under the Workplace Safety and Health Act

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

INSTRUMENTMAN I

DUTIES & RESPONSIBILITIES:

- Uses transit level and other surveying instruments and devices to establish and maintain horizontal and vertical controls in general and obtaining data pertaining to angles, elevations, directions and points and contours used for construction in particular
- Compiles notes, sketches and records of data obtained and work performed by members of the survey crew
- Makes necessary calculations from data to establish location and elevation of surface features and plots information on maps being developed on plane table
- Locates and marks sites selected for construction activities concerned with building hydroelectric generating station
- Makes or revises maps in the field from data gathered by means of plane table and alidade
- May be assigned one particular instrument or with one particular aspect of surveying and be designated accordingly
- Directs work of survey crew members

QUALIFICATIONS & OTHER REQUIREMENTS:

- Successful completion of recognized surveying course and 2-3 years experience in construction/engineering surveying
- The contractor may accept an equivalent combination of education, training and experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

INSTRUMENTMAN II

DUTIES & RESPONSIBILITIES:

- Will act as the surveyor responsible for directing one or more survey crews involved in establishing horizontal and vertical controls for a project, utilizing electronic distance measuring devices, instruments or tellurometers
- May perform all the duties as set out for an Instrumentman I

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have successfully completed recognized surveying course and have extensive additional experience with all aspects of surveying on construction/engineering projects
- Contractor may accept an equivalent combination of education, training and experience
- Must have experience supervising survey crews on construction/engineering type projects

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

JUNIOR INSTRUMENTMAN

DUTIES & RESPONSIBILITIES:

- Performs work of a levelling nature within key benchmarks
- Performs rudimentary transit work in laying out profiles and cross-sections
- Directs work of survey assistant as required
- Prepares field notes and sketches in performance of the above

QUALIFICATIONS & OTHER REQUIREMENTS:

- Successful completion of a recognized surveying course or 1-2 years experience in construction/engineering surveying

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

PROJECT COST CLERK I

DUTIES & RESPONSIBILITIES:

- Performs basic accounting duties for the accounts receivable, accounts payable and cost control functions
- Performs duties within the scope of work performed by a Clerk II

QUALIFICATIONS & OTHER REQUIREMENTS:

- May require completion of college or other recognized courses in business administration, accounting, bookkeeping or computer applications
- Must be proficient with personal computers
- May require relevant past experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

PROJECT COST CLERK II

DUTIES & RESPONSIBILITIES:

- Computes operating and other related costs such as labour, material time, depreciation, unit etc.
- Performs ledger and journal entries
- Prepares advanced accounting records (i.e. general ledger, trial balances) and carries out costing and budgeting
- Performs bank reconciliations and petty cash control
- May also be assigned duties within the scope of work performed by a Project Cost Clerk I

QUALIFICATIONS & OTHER REQUIREMENTS:

- Successful completion of college or other recognized educational institution in courses in business administration, accounting, bookkeeping and computer applications supported by relevant work experience is normally required. The Contractor may accept an equivalent combination of education, training and experience
- Must be proficient with personal computers and other office equipment

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

QUANTITY TECHNICIAN

DUTIES & RESPONSIBILITIES:

- Determines quantities of material excavated or required on construction projects including those of an electrical, mechanical and/or civil nature by utilizing inspector or recorder's reports, survey reports and specifications and drawings
- Calculates the quantities of materials used for establishing or confirming progress and payment claims

QUALIFICATIONS & OTHER REQUIREMENTS:

- Successful completion of recognized surveying or electrical, mechanical and/or civil technology course and extensive experience with quantity calculations
- Contractor may accept an equivalent combination of education, training and experience

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

SURVEY ASSISTANT (RODMAN)

DUTIES & RESPONSIBILITIES:

- Helps Instrumentman as member of crew surveying land areas
- Cuts, marks, tags and drives stakes into the ground to indicate grade settings, markers or boundaries
- Assists Instrumentman in measuring distance between survey points using mechanical or electronic equipment
- Marks points and holds rod at point indicated by Instrumentman to determine elevation
- May be required to clear brush and trees for survey lines using chainsaws or axes

QUALIFICATIONS & OTHER REQUIREMENTS:

- Some experience is normally required for the Survey Assistant position
- Should have high school diploma and an aptitude for math, surveying and drawing
- Must be physically fit and willing and able to perform clearing in a safe and efficient manner

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 15 – Office and Professional Employees)

JOB TITLE:

TRAINEE – OFFICE & TECHNICAL CLASSIFICATION

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties associated with a classification covered by Appendix 15 on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest/aptitude in the scope of work covered by a classification and willing to undergo such training.
- Education level sufficient to readily enable, understanding and applying required elements of the position and facilitating progression to fully trained status.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

BAKER

DUTIES & RESPONSIBILITIES:

- Prepares and bakes bread and pastries
- Responsible to the Chef for quantities of food and kitchen supplies required and delivered for bakery operations
- Operates mechanical mixing and kneading machines
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and not less than three years experience in a medium volume (approximately 300-500 persons) construction camp or institutional setting
- The contractor may accept a combination of education, training and experience equivalent to Journeyman status
- Should have supervisory skills
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

BAKER'S HELPER (GENERAL HELP)

DUTIES & RESPONSIBILITIES:

- Assists Baker in the production of baked goods
- Moves and distributes bakery supplies and products
- Performs other related duties as assigned by Baker

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be physically fit and able to do heavy lifting
- Should have some knowledge of bakery operations
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

BUTCHER

DUTIES & RESPONSIBILITIES:

- Selects and prepares meats, fowl, fish and seafood and portions cooked meats for serving in construction camps
- Cuts, saws, chops and grinds meats into pieces of different sizes using equipment such as cleavers, knives and grinders
- Shapes and ties roasts and fowl
- Slices and trims steaks, chops, fowl, fish and shellfish for individual servings or sandwiches according to established portion-controlled procedures
- Requisitions supplies
- Assists in menu planning and other related duties
- May be required to supervise other staff

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and additional experience at the Journeyman level with all aspects of the butcher trade a portion of which must have been in a high volume operation or the contractor may accept an equivalent combination of education, training and experience
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

BUTCHER HELPER (GENERAL HELP)

DUTIES & RESPONSIBILITIES:

- Receives, stores and grinds meat
- Manually unloads delivery truck
- Cleans grinder meat containers and storage room with water, hose and broom
- Performs other related duties as assigned by Butcher

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be physically fit and able to do heavy lifting
- Should have knowledge of a butcher shop operations and experience as a Butcher Helper
- Should be familiar with proper sanitary meat handling procedures
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

CAMP ATTENDANT (JANITOR)

DUTIES & RESPONSIBILITIES:

- Maintains bunkhouse accommodations
- Makes and changes beds
- Vacuums, sweeps and washes all floors
- Cleans washrooms, shower / tub rooms and laundry rooms
- Collects and disposes garbage and debris on a daily basis
- Reports to Head Camp Attendant any damage done in bunkhouses
- Performs other related duties as assigned

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience as a Camp Attendant, Janitor, or Chambermaid, in a commercial setting
- Contractor may accept other types of relevant work experience
- Must be able to work independently with a minimum of supervision
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

CHEF

DUTIES & RESPONSIBILITIES:

- Plans menus and ensures food meets quality standards
- Estimates food requirements and costs
- Supervises, instructs and coordinates the activities of cooks and other kitchen staff in the preparation, cooking and presentation of food
- Requisitions and monitors food and kitchen supplies and equipment
- Discusses management or supervisory issues with managers
- May recommend the hiring or dismissal of workers
- May prepare and cook food on a regular basis or for special functions

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification, preferably with Interprovincial 'Red Seal', and not less than five years of high volume (approximately 700-1,000 persons) camp or institutional experience
- Must be able to organize on-the-job training programs
- Must have the ability to plan or modify kitchen layouts
- Must undergo and pass a medical examination prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

COMMISSARY ATTENDANT

DUTIES & RESPONSIBILITIES:

- Performs functions of a sales clerk, including sales transaction, balancing cash register and tracking inventory
- Sets up displays and stocks shelves based on stock rotation
- Fills out shift reports and other forms as required

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Grade 12 education with a minimum one year experience working in a retail operation
- Contractor may accept an equivalent combination of education, training and experience
- Must be bondable and able to balance cash
- Must have knowledge of stock rotation and displays
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

DISHWASHER

DUTIES & RESPONSIBILITIES:

- Washes dishes and other kitchenware
- Loads and unloads dishwasher, inspects dishes for cleanliness and places them in designated storage areas
- Cleans washing machine and work area
- Assists with the training of new employees
- Performs other duties to assist cook and kitchen staff as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have working knowledge of proper dishwashing procedures in accordance with current health regulations
- Must have a minimum of six months experience with side feeding commercial dishwashing machines
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

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JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

FIRST COOK

DUTIES & RESPONSIBILITIES:

- Plans menus utilizing knowledge of foods in season and local availability
- Cooks foodstuffs in quantities according to menu and number of persons to be served
- Cleans, cuts and cooks meats, fish and poultry
- Prepares stocks, soups, sauces as well as specialty soups and sauces
- Prepares primary as well as secondary cuts of meat and poultry
- Prepares salads and dressings as well as cold foods including buffet and display
- Mixes ingredients according to recipe or uses prepared mixes
- Washes, peels, cuts, seeds and cooks vegetables
- May prepare cafeteria style foods

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification, preferably with Interprovincial “Red Seal”, and not less than three years of high volume (approximately 500-1,000 persons) camp or institutional experience
- Must have the ability to train, supervise and schedule staff
- Must be able to order and requisition food products for up to 3,000 meals per day on a proper rotation basis
- Must have supervisory experience
- Must have a basic knowledge of baking sufficient to supervise bakery operations
- Must have working knowledge advanced kitchen management techniques
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

HEAD CAMP ATTENDANT

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of Camp Attendants engaged in keeping the camp site in a clean and orderly condition
- Sweeps and cleans sleeping quarters and other camp facilities as directed
- Cleans washrooms and replaces expendable supplies
- Issues linen to Camp Attendants and ensures that bedding is changed on a regular basis
- Collects and disposes of garbage and debris

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience as a camp attendant, janitor, or chambermaid, in a commercial setting
- Must be able to work on own with a minimum of supervision
- Should have supervisory experience
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

HEAD MESS HALL ATTENDANT

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of Mess Hall Attendants involved in the cleaning and maintenance of dining room tables, cold salad table(s) and steam and salad tables
- Monitors general cleaning of dining room area
- Assists in the training of new employees
- Maintains records of time worked by Mess Hall Attendants
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience as Head Mess Hall Attendant in a larger construction camp or institutional setting
- Must have supervisory experience and experience in training staff
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

MESS HALL ATTENDANT (GENERAL HELP)

DUTIES & RESPONSIBILITIES:

- Cleans and maintains dining room area including shelves and floors
- Cleans and sets dining room tables and fills beverage, salt, sugar and other condiment containers
- Cleans and maintains supplies for steam and salad tables, such as dishes and utensils
- Prepares coffee and cold beverages, and may be required to work on steam tables from time to time
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience as a Mess Hall Attendant in a larger construction camp or institutional setting
- Must be physically fit and capable of lifting heavy items
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

POT WASHER

DUTIES & RESPONSIBILITIES:

- Washes pots, pans and utensils and stores items in designated areas
- Cleans work area, floors and garbage receptacles
- Performs other duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must be physically fit
- Must be able to work with heavy duty grease cutting soaps and detergents (i.e. cannot have sensitive skin or allergies)
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

Manitoba Hydro – Major Northern Hydro Development Projects

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

SALAD MAKER

DUTIES & RESPONSIBILITIES:

- Prepares a variety of salads
- Cleans, peels, slices and trims foodstuffs
- Portions and wraps food or places food directly onto plates
- Forwards finished food items to designated areas
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience preparing large quantities of a variety of salads in an institutional or commercial setting
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

SANDWICH MAKER

DUTIES & RESPONSIBILITIES:

- Prepares a variety of sandwiches primarily for use in bag lunches
- Cleans, peels, slices and trims foodstuffs, and prepares sandwich fillings
- Portions and wraps food
- Forwards finished food items to designated areas
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience preparing large quantities of a variety of sandwiches in an institutional or commercial setting
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

SECOND COOK

DUTIES & RESPONSIBILITIES:

- Under the general supervision of the First Cook, prepares and cooks foodstuffs in quantities according to menu and number of persons to be served
- Cleans, cuts and cooks meats, fish and poultry
- Prepares stocks, soups, sauces as well as specialty soups and sauces
- Prepares primary as well as secondary cuts of meat and poultry
- Prepares salads and dressings as well as cold kitchen work including buffet and display
- Mixes ingredients according to recipe or uses prepared mixes
- Washes, peels, cuts, seeds and cooks vegetables
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have a Certificate of Qualification and not less than two years additional experience at the Journeyman level in a medium volume (approximately 300-500 persons) camp or institutional setting
- Contractor may accept an equivalent combination of education, training and experience
- Supervisory experience may be required
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

SHORT ORDER COOK

DUTIES & RESPONSIBILITIES:

- Prepares and cooks breakfast, lunch items and simple meals
- Places cooked items on plates, transfers them to serving staff or serves customers cafeteria style
- Stores and checks food supplies and maintains records
- Performs other related duties

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have successfully completed a recognized pre-employment training course in cooking
- Should have not less than one year experience in a commercial establishment performing the duties described above
- Contractor may accept an equivalent combination of education, training and experience
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

SNACK BAR ATTENDANT

DUTIES & RESPONSIBILITIES:

- Under supervision of a Short Order Cook, prepares lunch items and simple meals
- Places cooked items on plates, transfers them to service employees or serves customers at tables
- Stores and checks food supplies and maintains records
- Performs other related duties as assigned by supervisor
- May be required to operate a cash register

QUALIFICATIONS & OTHER REQUIREMENTS:

- Should have experience as a Snack Bar Attendant
- Contractor may accept other types of relevant work experience
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

TAPMAN (BARTENDER)

DUTIES & RESPONSIBILITIES:

- Tends bar to sell beer, liquor, mix and other non-alcoholic beverages to serving personnel in a beverage room
- Prepares mixed drinks, wine, draft or bottled beer and non-alcoholic beverages for serving personnel
- Operates automatic glass washer or washes glassware by hand
- Maintains records of all cash transactions, operating cash register, maintaining inventory and control of bar stock and ordering supplies
- Provides direction to serving personnel

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have successfully completed a college or other recognized program in bartending and have a minimum of six months experience as a Tapman in a high volume establishment
- Contractor may accept an equivalent combination of education, training and experience
- Must be able to handle cash and prepare daily reports
- Must have a good knowledge of the Manitoba Liquor Control Act
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

THIRD COOK

DUTIES & RESPONSIBILITIES:

- Prepares and cooks grill work for breakfast, lunch and dinner
- Prepares and cooks vegetables, potatoes and gravy
- Sets up and prepares steam table(s)
- Assists in all aspects of cooking with Second Cook (including preparation)
- Works with guidance of Second Cook
- Performs other related duties as assigned by supervisor

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have successfully completed a recognized pre-employment training course in cooking
- Should have work experience in a commercial or industrial kitchen (approximately 50-100 persons)
- Contractor may accept an equivalent combination of education, training and experience
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

TRAINEE – CATERING CLASSIFICATION

DUTIES & RESPONSIBILITIES:

- Through participation in a Contractor's formally structured on-the-job training program, performs the duties associated with a classification covered by Appendix 16 on a progressive basis.

QUALIFICATIONS & OTHER REQUIREMENTS:

- Demonstrated interest in the scope of work covered by a classification and willing to undergo such training.
- Physically fit – for some classification training, individual must be capable of lifting heavy items.
- Grade 12 may be required for some training positions.
- Must undergo and pass a medical exam prior to starting work.
- May be required to work shifts including split shifts.

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 16 - Caterers)

JOB TITLE:

WAITER / WAITRESS (GENERAL HELP)

DUTIES & RESPONSIBILITIES:

- Takes food orders and serves food and beverages
- Prepares tables for meals
- Removes dishes and cleans tables after meals

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have experience as a Waiter/Waitress
- Must be neat in appearance
- Must be familiar with safe food handling procedures
- Must undergo and pass a medical exam prior to starting work
- May be required to work shifts, including split shifts

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 17 – Elevator Constructors)

JOB TITLE:

ELEVATOR CONSTRUCTOR FOREMAN

DUTIES & RESPONSIBILITIES:

- Supervises and coordinates the activities of workers engaged in installing and repairing elevators, walkways, and related equipment

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have Certificate of Qualification relevant to the trade being supervised, and significant additional experience at the Journeyman level
- Must have experience supervising Journeymen and Apprentices

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 17 – Elevator Constructors)

JOB TITLE:

ELEVATOR CONSTRUCTOR HELPER

DUTIES & RESPONSIBILITIES:

- Performs the duties of an Elevator Contractor Mechanic on a progressive basis. The Canadian Elevator Industry currently utilizes 3 training classifications namely:
 - a. Probationary Helper
 - b. Helper
 - c. Improver Helper

QUALIFICATIONS & OTHER REQUIREMENTS:

- Probationary Helper
Must possess a high school diploma or the equivalent and must be physically fit
- Helper
Must have a minimum of one years previous mechanical experience in the elevator industry
- Improver Helper
Must have a minimum of three years in the industry and successfully completed the recognized courses of training of the C.E.I.E. Program (ie.e Modules 1 through 8)

For additional details relative to training and progression of these classifications, refer to Section 3 of Appendix 17

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*

JOB DESCRIPTION

(BNA APPENDIX 17 – Elevator Constructors)

JOB TITLE:

ELEVATOR CONSTRUCTOR MECHANIC

DUTIES & RESPONSIBILITIES:

- Installs elevators, moving walkways and related equipment including cables and electric and safety control devices
- Tests operation of newly installed equipment
- Disassembles and carries out repairs to existing elevator/walkway equipment
- Supervises work of helpers

QUALIFICATIONS & OTHER REQUIREMENTS:

- Must have Elevator Constructor Trade Certification or Canadian Elevator Industry Education Certificate and several years experience at the Journeyman level
- May be required to read or work from blueprints

CAUTION: These job descriptions will be subject to review and possible revisions by individual project contractors after the work is awarded, and the duties and qualifications may vary from what is found in these descriptions. *For a detailed explanation of the possibility for changes see the Introduction to this information package.*