



Treasury Board of Canada
Secretariat

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du Canada

CLASSIFICATION STANDARD

GENERAL LABOUR AND TRADES GROUP (Inmate Training Rating Plan)

OPERATIONAL CATEGORY

Canada

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INTRODUCTION

This standard describes the rating plans to be used to evaluate positions allocated to the General Labour and Trades Group. It consists of an introduction, definition; of the Operational Category, the occupational Category, and sub-groups, a basic point-rating plan for all positions in the group, a supervisory rating plan for all supervisory positions, an inmate training rating plan for Canadian Penitentiary Service positions in the group element profile guides, and bench-mark position descriptions.

Call positions in this group will be evaluated using the basic point rating plan. Canadian Penitentiary Service positions that have a continuing responsibility to instruct, motivate and relate to inmates will also be evaluated using the inmate training rating plan Supervisory positions will be allocated to the sub-group by reference to their non-supervisory duties, and will be evaluated using the basic point-rating plan, the supervisory-rating plan, and where applicable the inmate training-rating plan .

Point-rating is an analytical, quantitative method of determining the relative values of jobs. It is particularly suited to heterogeneous occupational groups in which jobs consist of varied combinations of tasks. Essentially, point-rating plans define characteristics or factors common to the jobs being evaluated. They define degrees of each factor or element and assign point values to each degree. The total point value determined for each job is the sum of point values assigned by raters to the elements.

All methods of job evaluation require the exercise of judgement and the orderly collection and analysis of information in order that consistent judgments can be made. The point-rating method facilitates rational discussion and resolution of differences in determining the relative values of jobs.

Sub-grouping

This occupational group is divided into 18 sub-groups, which are defined in the standard.

Factors

The combined factors do not necessarily describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that are useful in determining the relative values of jobs.

Four factors are used in the basic plan, one factor is used in the supervisory plan, and one factor is used in the inmate training plan. Each factor is defined in terms of two or more related elements.

General Labour and Trades

Point Values

The maximum point value assigned to each factor in the basic plan reflected its relative importance. Similarly, point values have been assigned to the degrees of the elements in the basic plan.

In the basic plan the point values for the degrees of the elements of each factor increase arithmetically. With two exceptions, the minimum point value assigned to each element is one-fifth of the maximum. In the Hazards element of the Working Conditions factor the minimum point value is one-tenth of the maximum. In the Specific Vocational Training element of the Skill and Knowledge factor the minimum point value is one-twelfth of the maximum.

Degree Co-ordinates

The degree co-ordinates assigned in the supervisory plan reflect the nature of supervisory responsibility and the number of employees supervised. Those assigned in the inmate training plan reflect the nature of the training responsibility and the number of inmates trained.

Rating Plan

In the basic rating plan the following factors, elements, weights and point values are used:

Factor	Element	Percentage of	Point Values	
		Total Points	Minimum	Maximum
Skill and Knowledge		60		
	Basic Knowledge		24	120
	Comprehension and			
	Judgement		36	180
	Specific Vocational			
	Training		25	300
Effort		15		
	Mental Effort		15	75
	Physical Effort		15	75
Responsibility		15		
	Resources		20	100
	Safety of Others		10	50
Working Conditions		10		
	Environment		12	60
	Hazards		4	40
			100	

In the supervisory rating plan the following factor and elements are used:

Factor	Element
Supervision	Nature of Supervisory Responsibility
	Number of Employees Supervised
	Trained

In the inmate training rating plan the following factor and elements are used:

Inmate Training	Nature of Training Responsibility
	Number of Inmates Trained

Bench-mark Positions

Bench-mark position descriptions are used to exemplify degrees of elements. Each description consists of a brief summary, a list of the principal duties with the percentage of time devoted to each, and a specification describing each of the elements as it appears in the position. The bench-mark positions have been evaluated, and the degree and, where applicable, the point value assigned to each element are shown in the specifications.

The rating scales identify the bench-mark position descriptions that exemplify each degree. These descriptions are an integral part of the rating plans and are used to ensure consistency in applying the rating scales.

Use of the Standard

There are nine steps in the application of this standard.

1. Allocation of the position to the category and the group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
2. Allocation of the position to the sub-group is confirmed by reference to the sub-group definitions and to the bench-mark position descriptions.
3. The position description is studied to ensure understanding of the position as a whole and its relation to positions with similar duties and to positions above and below it in the organization.
4. The tentative degree of each element in the position being rated is determined by comparison with degree definitions in the rating scales. The Specific Vocational Training and the Resources elements do not have degree definitions, and for these the tentative degree is determined by the comparative ranking of the position being rated with the bench-mark positions. For these two elements raters may use the Element Profile Guide as a check on the degree tentatively selected.

5. The description of the element in each of the bench-mark positions exemplifying the degree tentatively established is compared with the description of the element in the position being rated. Comparisons are also made with descriptions of the element in bench-mark positions for the degrees above and below the one tentatively established.
6. The point values for all elements are added to determine the tentative total point-rating in the basic plan.
7. The supervisory differential is determined by the degree co-ordinates assigned to the position in accordance with the rating scales of the supervisory rating plan.
8. The inmate training differential is determined by the degree co-ordinates assigned to the position in accordance with the rating scales of the inmate training-rating plan. For the Nature of Training Responsibility element, raters may use the Element Profile Guide as a check on the degree tentatively selected.
9. The position being rated is compared as a whole to positions in the same sub-group or in other sub-groups to which similar total point values and degree co-ordinates have been assigned, as a check on the validity of the total rating.

Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of positions in each occupational group or sub-group. Non-supervisory positions that fall within a designated range of points in terms of the point values assigned using the basic plan will be regarded as of equal difficulty and will be allocated to the same level. Supervisory positions will be rated under both the basic point-rating plan and the supervisory plan. The base level of each supervisory position will be established by its rating under the basic plan. A supervisory differential will be applied to each supervisory position, its amount being determined by the rating of the position under the supervisory plan.

Canadian Penitentiary Service positions that have a continuing responsibility to instruct, motivate and relate to inmates will also be rated under the inmate training plan. An inmate training differential will be applied to each of these positions included in the General Labour and Trades Group, its amount being determined by the rating of the position under the inmate training plan.

In Canadian Penitentiary Service positions where both the supervisory and inmate training differentials would apply, the differential sum for each will be calculated using the rate for the basic level, added directly to that basic rate, and will not be compounded.

General Labour and Trades
Inmate Training "Rating Plan

INMATE TRAINING RATING PLAN

GENERAL LABOUR AND TRADES GROUP

INMATE TRAINING RATING PLAN

This plan is used to measure the continuing responsibility that the incumbent of the position assumes for the training of inmates in terms of the nature of the training responsibility and number of inmates trained.

Definitions

"Nature of Training Responsibility" refers to the actions taken singly or collectively and progressively to establish communications with inmates, to motivate them towards self-improvement, to encourage in them a pride of accomplishment, to train them in specific skills, and to assist them in a better self-understanding.

"Number of Inmates Trained" refers to the relative size of the inmate group for which the incumbent of the position exercises training control directly or through subordinate instructors.

Notes to Raters

All positions of the Canadian Penitentiary Service that have a continuing responsibility to instruct, motivate and relate to inmates will be evaluated using this plan.

Occasional training responsibility, such as that assumed during absence of a staff member on annual or sick leave, is not to be rated.

Where two or more instructor positions allocated to the same work area share the same facilities and the same training responsibilities, and where one position is designated by management as being responsible for coordinating the activities in that area, this supervisory responsibility will be evaluated using the Supervisory Rating Plan at the A1 Co-ordinate, as exemplified in bench-mark position descriptions.

In rating positions all of the characteristics outlined for each degree of the Nature of Training Responsibility element must be considered. Generally speaking the criterion for the assignment of a position to a degree is that it must include most of the characteristics of the degree to which it is assigned.

The degree co-ordinates assigned to a position by means of this plan will determine, the differential that will be applied to the basic rate for the position.

The five degrees of the Nature of Training Responsibility element are designated as A,B,C,D, and E, and are defined on page 8. A profile guide is provided on page 7 to assist raters in checking the degrees tentatively selected for the Nature of Training Responsibility element. The "A" degree is to apply only to positions designated as exercising training responsibility.

The three degrees of the Number of Inmates Trained element are designated as 1, 2 and 3, these degrees represent three different sized groups being trained. On page 9 the degree allocation table indicates the degree that is to be assigned to Canadian Penitentiary positions identified by their descriptive titles, and established by the relative size of the inmate group.

In the case of Canadian Penitentiary Service positions where both the supervisory and inmate training differentials would apply, the differential sum for each will be calculated using the basic rate of pay determined by the basic point-rating plan added directly to the basic rate of pay, and will not be compounded.

General Labour and Trades
Inmate Training Rating Plan

For the further assistance of raters of Canadian Penitentiary Service positions a profile guide has been prepared. for the Nature of Training Responsibility Element, which may serve as a check on the degree of the element tentatively selected for a position.

NATURE OF TRAINING RESPONSIBILITY

ELEMENT PROFILE GUIDE

Descriptive Titles	Expected Degree
Driver (prescribed positions only)	A
General Duty and Relief Instructors	
Assistant Works Officer	
Bindery Instructor	
Brush Products Instructor	
Farm Assistant	
Gardener	B
Maintenance Instructor	
Senior Herdsman	
Service Plant Operator	
Canvas Shop Instructor	
Assistant Industrial Supervisor	
Farm Manager	
Industrial Instructor	C
Works Officer	
Industrial Supervisor	
Vocational Training Instructor	D
Supervisor of Training and Production	
Vocational Supervisor	E

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<i>No. Dossier</i>		<i>Notre dossier</i>	
<i>To</i>	Mr. S.V. Campbell	<i>Date</i>	December 13, 1971
<i>À</i>	Cheif Classification and Pay Canadian Penitentiary Service Sir Wilfrid Laurier Building Ottawa, Ontario K1A OP9	<i>Refer reply to</i>	E.A. Baxter
		<i>Addresser la</i>	
		<i>reposte à</i>	
	Attention: Mr. G. Haves	<i>Telephone No</i>	6-6271
<i>Subject</i>	Inmate Training Rating Plan GLT	<i>Numéro de</i>	
<i>Sujet</i>	<u>Classification Standard</u>	<i>téléphone</i>	

Thank you for your letter of December 3, 1971 in which you note the omission of the Canvas Shop Instructor from the Element Profile Guide "B" level.

As you have suggested, the original understanding was that the Canvas Shop Instructor positions would be rated at the "B" level. This was clearly the intention, as indicated in appendix B of CLD paper number 203, dated August 27, 1970. The fact that this title does not appear in the Element Profile Guide does not alter the original intention. If it will facilitate your application of the ITR plan, please insert this title at the "B" level in your copies of the plan.

I trust this will enable you to resolve any problems you may have encountered in applying the plan to these positions.

J.F. Ferguson
Chief, Compensation Systems
Compensation and Classification
Division

General Labour and Trades
Inmate Training Rating Plan

Nature of Training Responsibility	Degree	Bench-mark Position Descriptions	
Explains institutional rules; demonstrates simple tasks; establishes effective communications with inmates; and reports discipline infractions.	A		
Helps inmates to solve work problems by giving detailed instructions; establishes effective relations with inmates to motivate them toward self-improvement; assesses the progress of individuals and identifies relevant behavioural problems; and reports infractions of discipline.	B	Electrician, Maintenance	16
Assesses individual training needs of inmates, using a knowledge of their work capabilities; establishes effective relations with inmates to encourage in them a pride of accomplishment and a better self-understanding; assesses the progress of the individual and reports weaknesses apparently caused by behavioural problems; and proposes disciplinary or classification action.	C	Cabinet-making Instructor Works Officer	23 27
Assesses the progress of inmates in terms of their training needs, their apparent potential and their evident progress, to ensure their individual optimum development; recommends classification action on the basis of a total training assessment; establishes effective relations with inmates to encourage in them a pride of accomplishment, a sense of self-confidence, and a better self-understanding; and recommends disciplinary action.	D	Pipefitter Instructor	20
Monitors the progress of inmates through an institution training program, evaluates the capability of the system to meet the established needs of the group; assesses the learning potential of the group and modifies the course content and instruction techniques to permit the program to become most effective; establishes effective relations with inmates to encourage the maximum use of institutional training facilities; and advocates the provision of work opportunities for inmates by industry.	E		

General Labour and Trades
inmate Training Rating Plan

NUMBER OF INMATES TRAINED

DESCRIPTIVE TITLES AND DEGREE ALLOCATION

Descriptive Title	Degree
Bindery Instructor	
Brush Products Instructor	
Driver (prescribed positions only)	
Farm Assistant	
Gardener	
General Duty and Relief Maintenance Instructor	
General Duty and Relief Vocational Instructor	1
General Shop Instructor	
Labour Foreman Instructor	
Maintenance Instructor	
Related Training Instructor	
Service Plant Operator	
Vocational Training Instructor	
Canvas Shop Instructor	
General Duty and Relief Industrial Instructor	
Industrial Instructor	2
Senior Herdsman	
Assistant Cannery Supervisor	
Assistant Industrial Supervisor	
Assistant Works Officer	
Cannery Supervisor	
Farm Manager	
Industrial Supervisor	3
Supervisor of Training and Production	
Vocational Supervisor	
Works Officer	

General Labour and Trades
Inmate Training Rating Plan

RATING SCALE - INMATE TRAINING

Degree of the
Relative
Number of
Inmates
Trained

Degree of Nature of Training Responsibility

A B C D E

1 4% 7% 10% 13% 16%

2 6% 9% 12% 15% 18%

3 11% 14% 17% 20%

BENCH-MARK POSITION DESCRIPTION INDEX

In Sub-group Order

<u>DESCRIPTIVE TITLE</u>	<u>BENCH-MARK POSITION NO.</u>	<u>PAGE</u>
Electrician, Maintenance, Canadian Penitentiary Service	1	13
Pipefitter Instructor, Canadian Penitentiary Service	2	16
Cabinet-Making Instructor, Canadian Penitentiary Service	3	19
Works Officer, Canadian Penitentiary Service	4	22

BENCH-MARK POSITION DESCRIPTION INDEX

In Ascending Order of Point Values

<u>DESCRIPTIVE TITLE</u>	<u>BENCH-MARK POSITION NO.</u>	<u>TOTAL POINTS</u>	<u>PAGE</u>
Pipefitter Instructor, Canadian Penitentiary Service	2	610	16
Cabinet-Making Instructor, Canadian Penitentiary Service	3	610	19
Electrician, Maintenance, Canadian Penitentiary Service	1	626	13
Works Officer, Canadian Penitentiary Service	4	704	22

General Labour and Trades
Sub-group: Electrical Installing
and Maintaining
B.M.P.D. No 1

BENCH-MARK POSITION DESCRIPTON

Bench-mark Position Number: 1

Level: 10

Descriptive Title: ELECTRICIAN, MAINTENANCE,
CANADIAN PENITENTIARY SERVICE

Sub-group: ELECTRICAL
INSTALLING
AND MAINTAINING

Basic Point Rating: 626
Supervisory Rating: N/A
Inmate Training Rating: I

Summary

Under the general supervision of the Chief Engineer, maintains, installs and repair electrical equipment and systems; trains a small number of inmates in electrical work; and performs other duties.

<u>Duties</u>	<u>% of Time</u>
- Maintains, installs and repairs electrical equipment and systems <ul style="list-style-type: none">• by assembling, connecting and testing motors, fixtures, control equipment and wiring systems, using manuals, wiring diagrams, and hand tools,• by diagnosing operating faults and determining the extent of repairs required, using test equipment, trade manuals and wiring diagrams, and• by replacing defective wiring, control equipment and motor components.	75
- Provides training to a stall number of inmates in the work of an electrician's helper, <ul style="list-style-type: none">• by allocating work and giving detailed instructions to inmates,• by establishing effective relations with inmates to motivate them toward self-improvement,• by assessing the progress of individuals, and• by reporting infractions of discipline.	15
- Performs other duties such as preparing purchase requisitions, keeping daily work records, and assisting the Chief Engineer in estimating and compiling yearly work requirements.	10

Specifications

Degree Points

Skill and Knowledge

Basic Knowledge - The work requires reading schematic drawings to modify, repair, install or inspect circuits and electrical components. The work also requires a knowledge of elementary algebra to apply electrical formulae.

5 88

General Labour and Trades
Sub-group: Electrical Installation
and Maintaining
B.M.P.D. No. 1

	<u>Degree</u>	<u>Points</u>
Comprehension and Judgement - The work requires a thorough understanding of the principles of electricity and their application to a wide variety of electrical installations and equipment. Operating, maintenance and repair hand books are available in most cases, but judgement is required in diagnosing faults, carrying out repairs, and interpreting instructions.	5	150
Specific Vocational Training - The work requires training and experience in laying out work and in installing and repairing electrical equipment and systems in order to perform a wide variety of skilled electrical work to precise tolerance.	6	200

Effort

Mental - The work requires frequent periods of concentration in testing and diagnosing defects.	3	45
Physical - The work requires using light-weight tools and materials and occasionally working in crawl-spaces.	2	30

Responsibility

Resources - There is responsibility for the effective use and care of parts, tools, fixed electrical shop equipment and delicate precision measuring instruments. Defective work could result in limited damage to equipment.

Safety of Others - Reasonable care must be taken to prevent injury to others when working on energized circuits. 2 23

Working Conditions

Environment - There is frequent exposure to dust, dirt, heat and inclement weather. 2 28

Hazards - There is occasional exposure to falls from ladders or to electrical shock. B1 16

Supervision

N/A

Inmate Training

The work requires the training of a small number of inmates in performing trades helper cities through work allocation and explanation, and through the establishment of effective

General Labour and Trades
Sub-group: Electrical Installing and
Maintaining
B. M. P.D. No. 1

Degree Points

communications with inmates to motivate them toward self-improvement. The work also requires assessing the progress of individuals and reporting infractions of discipline.

B1

General Labour and Trades
Sub-group: Pipefitting
B.M.P.D. No. 2

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number : 2	Level: 10
	Sub-group: PIPEFITTING
Descriptive Title: PIPEFITTING INSTRUCTOR, CANADIAN PENITENTIARY SERVICE	Basic Point Rating: 610 Supervisory Rating: N/A Inmate Training Rating: D1

Summary

Under the general supervision of the Assistant Vocational Training Supervisor, instructs a number of inmates in a vocational training facility for plumbing and steamfitting to install, maintain and repair steam heating and water and sewage systems; participates in the rehabilitation program for inmates; and performs other duties.

<u>Duties</u>	<u>% of Time</u>
- Instructs a number of inmates in a vocational training facility for plumbing and steamfitting, in installing and maintaining heating and plumbing fixtures and water steam and sewage distribution and collection systems, including piping, valves, traps, controls, fixtures and fittings <ul style="list-style-type: none">• by assigning work to inmate students,• by demonstrating the use of hand and power tools,• by laying out supply and waste lines, and fixtures and fittings according to plans and specifications,• by demonstrating the various operations required to complete each installation,• by inspecting and testing completed installations to meet national and provincial building codes,• by explaining in sufficient detail in the classroom the principles involved in the work,• by using a variety of teaching aids, and• by identifying the rate of progress of each student and providing additional and supplemental training to slow learners.	70
- Participates in the rehabilitation program for inmates <ul style="list-style-type: none">• by evaluating the progress of inmates in terms of their training needs, their apparent potential for learning and their evident progress to ensure their individual optimum development,• by establishing effective communications with individuals to encourage in them a pride of accomplishment, a sense of self-confidence, and a better self-understanding,• by recommending classification action on the basis of a total training assessment, through regular reports on each inmate, indicating weaknesses apparently caused by behavioural problems and other potential problems, and• by recommending disciplinary action.	20
- Performs other duties such as estimating materials, tools and equipment requirements, and preparing the requisitions, and	10

% o f Time

controlling the movement of inmates, enforcing discipline and searching the shop for contraband and weapons.

<u>Specifications</u>	<u>Degree</u>	<u>Points</u>
<u>Skill and Knowledge</u>		
Basic Knowledge - The work requires a knowledge of shop mathematics to plan and lay out piping systems. It also requires reading plumbing and pipe system drawings.	4	72
Comprehension and Judgement - The work requires a thorough understanding of the principles governing the repair and installation of water, sewage and high-pressure steam system, and a thorough knowledge of the techniques and tools of the trade. Judgement is required in interpreting drawings and blueprints.	5	150
Specific Vocational Training - The work requires training and experience in maintaining, repairing and installing high-pressure steam and water and sewage piping systems to meet the requirements of provincial and national codes, in training others, and in using behavioural techniques to instruct and participate in the rehabilitation of inmates.	6	200
<u>Effort</u>		
Mental - The work requires a high level of attention with frequent periods of concentration to transpose measurements and other specifications by referral to blueprints and drawings, to take measurements to cut and form pipe and install fittings, and to train individuals in performing specific operations, and in using tools and equipment.	3	45
Physical - The work requires continual standing with limited periods of relief. There is an occasional requirement to lift heavy objects in cramped or awkward positions in crawl-spaces.	2	30
<u>Responsibility</u>		
Resources - There is responsibility for the effective use and care of equipment, fixtures and fittings. Faulty installations or repairs would result in a loss of training time and a waste of materials.	2	46

Degree Points

Safety of Others - The work requires reasonable care to prevent injuries to others when lifting, carrying, positioning and assembling heavy items. 2 23

Working Conditions

Environment - The work involves occasional exposure to heat, dirt, and wetness when repairing and installing steam, water and sewage pipe, fixtures and controls. 2 28

Hazards - There is occasional exposure to injuries when working from staging and lifting heavy objects. B2 16

Supervision

N/A

Inmate Training

The work requires constant evaluation of the progress of a number of inmates in terms of their training needs, apparent potential and aspirations, and evident progress, to ensure their optimum development. It requires also the establishment of effective communications with individuals to encourage in them a pride of accomplishment, a sense of self-confidence, and a better self-understanding, and to gain a thorough knowledge of their training aspirations and behavioural problems. The work requires reporting on a regular basis on progress of inmates, recommending classification action on the basis of a total training assessment and disciplinary action related to infractions during working periods.

BEACH-MARK POSITION DESCRIPTION

Bench-mark Position	Number: 3	Level: 10
		Sub-group: WOODWORKING
Descriptive Title:	CABINET-MAKING INSTRUCTOR, CANADIAN PENITENTIARY SERVICE	Basic Point Rating: 610
		Supervisory Rating: A1
		Inmate Training Rating : C2

Summary

Under the general supervision of the Assistant Industrial Supervisor, instructs a number of inmates in an industrial furniture and repair shop, to manufacture, repair and restore furniture; participates in the rehabilitation program for inmates; administers the shop; and performs other duties.

<u>Duties</u>	<u>% of Time</u>
- Instructs a number of inmates in an industrial furniture production and repair shop to manufacture, repair, and restore furniture <ul style="list-style-type: none">• by assigning work to the inmates,• by teaching them to carry out operations such as reading simple drawings, measuring, cutting, drilling, fitting, assembling, scraping and sanding,• by demonstrating the use and maintenance of machines such as table and band saw, shaper, mortiser, jointer, planer, band saw and sanders, to cut and form items from stock,• by explaining the different types of woods, their texture qualities, strength, durability, and proper uses,,• by examining work during progress and on completion for quality,• by identifying weaknesses of inmate workers to substantiate their need for supplemental training, and• by checking final products against specifications.	65
- Participates in the rehabilitation program for inmates <ul style="list-style-type: none">• by assessing individual training needs of inmates,• by establishing effective relations with inmates to encourage in them a pride of accomplishment and a better self-understanding,• by reporting monthly on the progress of individuals and indicating weaknesses apparently caused by behavioural problems and• by proposing disciplinary and classification action.	15
- Administers the shop <ul style="list-style-type: none">• by leading the work of the other instructor in the shop,• by estimating the materials, tools and equipment required for the contracts, and preparing the requisitions,• by examining furniture arriving at the shop for repairs, and contracts for new furniture,• by controlling the movement of materials, tools and equipment in accordance with custodial regulations, and• by reporting weekly on the shop production to the Assistant Industrial Supervisor.	10

	<u>% of Time</u>
- Performs other duties such as controlling the movement of inmates, enforcing discipline and searching the shop for contraband and weapons.	10

<u>Specifications</u>	<u>Degree</u>	<u>Points</u>
<u>Skill and Knowledge</u>		
Basic Knowledge - The work requires reading drawings and making calculations for estimating material requirements. It also requires a knowledge of elementary geometry to lay out work and form component parts.	5	88
Comprehension and Judgement - The work requires an understanding of the principles that apply to wood jointing and furniture design and a thorough knowledge of the properties of materials, the use of shop and hand tools, and the use of various types of glue. Judgement is required in selecting the technique to be used for each job.	4	121
Specific Vocational Training - The work requires training and experience in fabricating, modifying or repairing fine furniture according to drawings and specifications, training others, and in using behavioural techniques to instruct and participate in the rehabilitation of inmates.	6	200
<u>Effort</u>		
Mental - The work requires a high level of attention to train inmates to perform specific operations, use hand tools and machinery, with frequent periods of concentration to take accurate measurements for plans and material estimates and to check the final products.	3	45
Physical - The work requires continual standing with very limited periods of relief. There is an occasional requirement to lift heavy furniture or stock items.	2	30
<u>Responsibility</u>		
Resources -There is responsibility for the effective use of materials and for the custody and maintenance of tools and machinery. Errors in fabricating, repairing or restoring items could result in waste of materials.	2	46

	<u>Degree</u>	<u>Points</u>
Safety of Others - Constant care is required to ensure that inmates comply with safety regulations and that the workshop is kept free of potential hazards, in order to prevent injuries to the inmates while operating shop power tools.	3	36

Working Conditions

Environment - There is frequent exposure to dusty conditions from sawing and sanding operations.	2	28
Hazards - There is occasional exposure to serious injuries such as loss of fingers or eye injuries while operating high-speed shop power tools.	B1	16

Supervision

The work requires accounting for and coordinating the work of one other instructor in the shop.

Inmate Training

The work requires assessing individual training needs for a number of inmates according to their capabilities, establishing effective communications with inmates to encourage in them a pride of accomplishment and a better self-understanding, completing a monthly report on the progress of each inmate indicating his actual and potential problems, and proposing disciplinary and classification action.

RICH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: 11

Descriptive Title: WORKS OFFICER,
CANADIAN PENITENTIARY SERVICE

Sub-group: SHEET METAL
WORKING

Basic Point Rating: 704
Supervisory Rating: C3
Inmate Training Rating: C2

Summary

Under the direction of the Assistant Warden (Services and Supply) organizes, coordinates and controls the operations of a number of workshops for the repair, maintenance, alteration, modification and new construction of buildings, structures and equipment at a medium-security institution and farm annex; directs the transportation services for the institution; supervises staff; co-ordinates the use of inmates as workers in the new construction and maintenance activities at the institution; advises the Assistant Warden on technical matters; and performs other duties.

Duties

% of Time

- Organizes, co-ordinates and controls the operations of a number of work areas and shops accommodating the sheet metal and wood working trades, the activities of masons, painters and a labour foreman, all engaged in performing repair, maintenance, alteration, modification and new construction tasks for buildings and structures, and on installed equipment and systems in the institution

50

- by consolidating and submitting detailed estimates of proposed work, supported by sketches and specifications,
- by establishing priorities and work schedules to meet the needs of the institution and ensure the optimum use of facilities,
- by arranging the work of staff with that of other groups to ensure the smooth functioning of the institution,
- by instructing in and enforcing safety regulations in all maintenance and new construction tasks:, and
- by keeping records of time and material expended on jobs, and of material and equipment inventory.

- Directs the transportation services for the institution

- by establishing priorities and work schedules and dispatching transportation equipment and personnel to meet the needs of the institution and ensure the optimum use of vehicles, and
- by supervising the activities of a vehicle repair shop for the maintenance of institutional vehicles,

10

- Supervises a staff of 14 skilled and semi-skilled workers

- by allocating work to subordinates, inspecting work during progress and on completion for adherence to standards, and accepting or rejecting completed work,
- by providing training to subordinates in the custody aspect of their work,

% of Time

- by reviewing annual leave proposals and submitting a recommended staff leave schedule,
- by appraising the performance of subordinates, and
- by proposing disciplinary action with respect to subordinates.

- Co-ordinates the use of inmates as workers in new construction and maintenance activities at the institution 10

- by reviewing the periodic assessment of assigned inmates by subordinates,
- by interviewing inmates proposed for work to assess their motivation and establish their suitability,
- by instructing subordinates in methods of establishing effective communications with inmates,
- by participating in the institutional assessment review of inmates, and
- by joint discussion with other senior officials.

- Advises the Assistant Warden (Services and Supply) on matters concerning the maintenance, alterations and new construction of buildings and structures for the institution 10

- by discussing the feasibility and method of carrying out alterations,
- by providing sketches, plans and specifications, and compiling cost estimates for the projects,
- by filling Construction Project Authority forms and initiating correspondence related to the project, and submitting them for approval, and
- by maintaining contacts with trade specialists, representatives of other departments or outside agencies for exchange of technical information,

- Performs other duties such as reviewing work progress of contracts allocated to outside organizations, participating in personnel selection boards, compiling annual operating and equipment estimates covering the various trade shops, and submitting them to the Assistant Warden (Services and Supply) for review and approval. 10

<u>Specifications</u>	<u>Degree</u>	<u>Points</u>
<u>Skill and Knowledge</u>		
Basic Knowledge - The work requires participation in determining equipment and establishment requirements for a large and varied work force, in estimating job costs in terms of man-hours and material requirements, and in scheduling the work to meet priorities. The work requires reading plans, complex drawings and specifications, and using a variety of technical data.	6	104

	<u>Degree Points</u>
work group. The work also provides latitude for making decisions in solving problems and judgement in advising management on technical matters.	5 150
Specific Vocational Training - The work requires training and experience in one of the Construction trades much as general carpentry, extensive experience in supervising or monitoring a number of concurrent maintenance projects affecting several trades, and sufficient exposure to other trades to recognize quality work that will greet national building codes and institutional custody requirements. It also requires experience in working within institutional regulations and implementing administrative procedures.	7 250
<u>Effort</u>	
Mental - The work requires concentrating on the work being performed in a number of physical areas, to ensure that custody of inmates is maintained and that each trade is producing to the required standard. The work also requires concentration when planning production programs.	3 45
Physical - The work requires walking between shops and job site locations and working in an office.	1 15
<u>Responsibility</u>	
Resources - There is responsibility for ensuring that shop and staff facilities are used to the best advantage of the institution, and that material, operational equipment and work project estimates are accurate. There is also responsibility for custody and maintenance of tools, equipment, grounds, buildings and structures. Errors will undoubtedly result in significant loss of time and material or disruption to institutional programs.	3 72
Safety of others - Constant attention to the effectiveness of the safety program and enforcement of all building and safety code is required to ensure that workshops and work sites are kept free of potential hazards.	3 36
<u>Working Conditions</u>	
Environment - There is occasional exposure to noise, dirt, fumes and inclement weather.	2 28
Hazards - There is occasional exposure to minor injuries, such as abrasions, during inspection.	A1 4

	<u>Degree</u>	<u>Points</u>
<u>Supervision</u> The work requires participation in work phasing to establish schedules and priorities for maintenance and construction projects. The work also requires organizing and coordinating a varied work force of 14 employees, reviewing work progress and checking for conformity with prescribed standards, appraising the performance of subordinate employees and recommending disciplinary action.		C3
<u>Inmate Training</u> The work requires participating in the rehabilitation program for a large number of inmates, assessing individual training needs of inmates proposed for maintenance and construction work, and establishing effective communications with inmates to encourage in them a pride of accomplishment and a better self-understanding. The work also requires reviewing the periodic assessment of assigned inmates by subordinates, participating in the institutional assessment review of inmates, supervising the employee-inmate relationship and proposing disciplinary and classification action for inmates.		C3