

JOB DESCRIPTION

Benchmark Job #034

Ministry: Small Business, Tourism and Culture
Branch: Heritage Properties Branch
Location: Fort Steele

Working Title:
Level:
Classification:

Finishing Specialist
Range 15
Utility Worker

PRIMARY FUNCTION

To provide service and advice in the surface finishing and restoration of artifacts, exhibit items and historic structures, and the surface finishing of non-heritage related objects and structures.

JOB DUTIES AND TASKS

1. Maintains, restores and preserves artifacts, exhibit items and historic structures
 - a. inspects and reports on surface finishes such as varnishes, oils, paints, stains and wallpaper and recommends and/or takes appropriate corrective actions
 - b. paints original exhibit items, buildings and structures
 - c. tints appropriate Victorian paint colours for historic structures
 - d. assesses paint and surface finishes to determine chronology, colours and types of finishes
 - e. restores artifacts such as china, leaded glass windows, picture frames, furniture, clocks and pianos by moulding missing parts, recommending structural repairs, cleaning surfaces, matching or simulating finishes, and by repairing veneer surfaces
 - f. assists Curator in the selection of period wallpapers
 - g. hangs wallpaper utilizing period techniques to achieve an authentic appearance
 - h. reproduces historic letterings and logos on artifacts using pouncing wheels and stencils
 - i. assists and advises the Curator with the planning, design and construction of period signage on-site
 - j. sets up and dismantles period room displays by placing furniture and decorations according to a predetermined plan
 - k. uses reference materials to study the historical surface finishing trades
 - l. does pin striping and gold leaf detailing of artifacts
2. Provides services and advice in the surface finishing of objects and structures other than artifacts or exhibits
 - a. paints or finishes items or structures such as shop equipment, tools, signs, office furniture, tables and staff rooms, etc.
 - b. coordinates the inventory, storage, repair and ordering of directional and promotional signage
 - c. maintains painting and decorating equipment and tools
 - d. erects, climbs and works from scaffolds and ladders
 - e. moves supplies, tools and furniture
3. Provides direction to staff and contractors
 - a. provides advice on painting and decorating contract specifications
 - b. writes painting contract requirements and evaluates painting and decorating contractors' performance
 - c. completes reports on artifacts condition and repair
 - d. leads a crew of up to 5 staff for six months per year (1+ to 5 FTEs) on various restoration projects by assigning, monitoring and reviewing their work; prepares lists and priorities of jobs to be completed, estimates time requirements and recommends solutions to restoration problems, provides input into appraisals and corrective action
 - e. ensures adequate safety training and proper equipment of workers
4. Performs other related duties
 - a. plans, organizes and assists, in consultation with Manager, Special Events when required
 - b. provides input into budget preparation or contracts by estimating costs of paints, materials and supplies for the coming year
 - c. purchases goods using Local Minor Purchasing Orders

REASON FOR CLASSIFICATION

Benchmark Job #034

Job Title: Finishing Specialist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of finishing and restoration to restore, maintain, preserve and refinish artifacts, exhibit items and historic structures.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to assess surface finish and to choose an approach using a combination of accepted refinishing methods and equipment to repair, restore, maintain and preserve artifacts, exhibit items and historic structures, tint paint to appropriate Victorian colours, assist curators in selecting period wallpaper and use authentic period techniques to hang.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of corrective requirements on restoration projects with employees and project contractors.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to manually produce historic lettering and logos and to apply pin striping and gold leaf detailing in the replication of historic artifacts.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instruction, selects alternative course of action to restore, maintain, preserve and re-finish artifacts, exhibits and historic structures.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for input to budgets or contracts requiring knowledge of artefact refinishing.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to perform full maintenance and repair of artifacts, exhibit items and historical structures by maintaining, preserving and restoring.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of employees (up to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to operate power tools and paint sprayers where others are exposed.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch perform detailed work such as reproducing lettering and logos by hand, applying pin striping and gold leaf and fine repairs and restoration of artifacts.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight building supplies and materials.	E	24
12	SURROUNDINGS Exposure to paint fumes frequently.	C	6
13	HAZARDS Moderate exposure to hazards from frequently lifting and carrying of moderate weight building supplies.	C	6

Total Points: 555.5

Level: Range 15