

# Job Vacancy

**Position:** Carpenter – Cabinet Maker  
**Job Posting:** 040-048-2026  
**Department:** PWES  
**Division:** Building, Fleet & Skilled Trades  
**Status:** Full Time

**Wage Range:** \$38.04  
**Job Class:** 12  
**Shifts:** 40 hours/week  
**Posted:** June 12, 2026  
**Closes:** June 19, 2026, 4:30pm

## Primary Duties and Accountabilities include, but are not limited to:

- Perform a full range of cabinetry and general carpentry work, including but not limited to:
  - residential and commercial cabinets
  - furniture
  - countertops
  - millwork
  - exterior trims and fixtures
  - application of finishes (sprayed or brushed)
  - use of sheet goods, veneers and solid wood
  - edge banding – machine and T molding
  - general carpentry duties
- Interpret and use engineering drawings, blueprints and other applicable specifications in the installation and maintenance of structures.
- Determine appropriate equipment and materials to complete work according to specifications using verbal instructions, established standard operating procedures (SOP), Operation and Maintenance Manuals (O&M), etc.
- Track planned and completed work.
- Proficient and safe use of electrical and manual equipment and measurement tools; e.g. power tools, saws, hammers, rulers, etc.
- Observe and adhere to City of Sault Ste. Marie's Health and Safety Policy and Procedures and Occupational Health and Safety Act; including but not limited to:
  - lockout procedures
  - use of guards
  - restraints on aerial work platforms or above 9 feet, etc.
- Work in physically demanding conditions, including inclement weather conditions, as needed.
- Shift work, weekends and call out work, as required.
- Perform other related duties, as assigned.

## Qualifications:

- Ontario Secondary School Diploma (OSSD), or equivalent.
- Certified Cabinet Maker (438A) **OR** Certified General Carpenter (403A) with experience in cabinet making.
- Five (5) years experience performing the full range of cabinet making. (Five years of Carpenter duties may be considered).
- Class "G" Licence with an excellent driving record (driver's abstract will be requested).
- Computer literacy in a Microsoft environment including Word and Outlook.
- Ability to work in a team environment.
- Ability to read, write and communicate to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner; including all levels of staff, contractors, stakeholders and the public.
- Understanding of the Occupational Health and Safety Act, Ontario Building Code and other applicable legislation and specifications.
- Must be physically able to perform the work, including but not limited to:
  - Use hands to operate objects, tools or controls, and reach with hands and arms
  - Stand, walk, sit, climb, balance, stoop, kneel, crouch, and crawl
  - repetitive bending / lifting (heavy)
  - elevated platforms
  - confined spaces
- Working at Heights / Fall Arrest / Mobile Elevated Work Platform (MEWP), is an asset.

## To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 040-048-2026 Carpenter – Cabinet Maker

This position is covered by a collective agreement, CUPE PW Local 3. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*