



Carpenter

Position Description

Carpenter

CA – 1

Responsible to the appropriate supervisor through the assigned foreman.

CA – 2

Performs carpentry duties as assigned.

CA – 3

Maintains and repairs buildings and furnishings related to carpentry, including doors and frames, window sills and frames, door hardware, exterior wall finishes, floor finishes, millwork, partitions, interior wall finishes, baseboards and mouldings.

CA – 4

Performs new construction duties, including forming, mixing and placing concrete materials, installing vinyl tile and linoleum flooring, constructing wood or metal stud partitioning, drywall installation, insulation work, suspended ceilings, fabricating and installing millwork and furniture.

CA – 5

Maintains equipment and furnishings, including gymnasium bleachers and partition walls, fitness equipment, theatre seating, window coverings, toilet partitions and accessories.

CA – 6

Erects and disassembles scaffolding and ladders as required and works from same, including aerial lifts.

CA – 7

Repair damaged glazing, including windows, skylights, door windows and sidelights, and mirrors.

CA – 8

Measure, cut and install new glazing materials.

CA – 9

Operates and maintains hand and power tools, and carpentry shop equipment, necessary to carry out carpentry duties.

CA – 10

Reports promptly to the appropriate foreman or supervisor any mechanical failures or damage to district-owned vehicles, equipment and tools.

CA – 11

Performs duties in compliance with safety regulations.

QUALIFICATIONS

Carpenter

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Drivers License.</p> <p>Must possess a valid Certificate of Apprenticeship and a certificate of trade qualification in Carpentry as issued or recognized by the Province of B.C.</p> <p><i>OTHER RELATED COURSES</i></p> <p>Training and/or experience in glazing and window replacement, door hardware, locks and security equipment.</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Must have a minimum of five (5) years carpentry experience.</p>
KNOWLEDGE	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job related safety regulations and techniques as outlined in the Worksafe BC regulations.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p>

SKILLS AND ABILITIES	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p> <p>Read and interpret plans and specifications.</p> <p>Understand and carry out written and oral instructions.</p> <p>Perform duties in compliance with safety regulations.</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the Worksafe BC regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>

Kyle Cormier
 Director, Human Resource Services