



# Carpenter

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## POSITION DESCRIPTION

Responsible to the appropriate Manager, through the appropriate Foreman/ Supervisor, performs carpentry duties as assigned.

### **CA – 1**

Works independently and, when required, travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

### **CA – 2**

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 moldings.

### **CA – 3**

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 – 4**

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

### **CA – 5**

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

### **CA – 6**

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

### **CA – 7**

Measures, cuts and installs new glazing materials.

**CA – 8**

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

**CA – 9**

Performs other duties consistent up to the level of the assigned role.

**CA – 10**

Performs duties in compliance with safety regulations.

**QUALIFICATIONS**  
**Carpenter**

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Driver’s License.</p> <p>Must possess a valid Red Seal certificate of trade qualification in Carpentry as issued or recognized by the Province of BC.</p> <p>Training and/or experience in glazing and window replacement, door hardware, locks and security equipment.</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Must have a minimum of four (4) years carpentry experience.</p>
<b>KNOWLEDGE</b>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></b></p> <p>The standards, practices, methods, materials, tools and equipment used in his/her area of expertise.</p> <p>Digital technology, including; email, online databases and facilities management software used by School District #61.</p> <p>Job related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></b></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>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry up to 20kg of supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC 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>

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