



School District #54 (Bulkley Valley)

JOB DESCRIPTION

MAINTENANCE – JOURNEYMAN CARPENTER

Location: District

SUMMARY:

Reporting to the Supervisor of Operations, the Carpenter, using District vehicles, equipment and tools, provides a broad range of carpentry and maintenance services to District facilities and equipment, including but not limited to installations and repairs.

DUTIES

- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures
- Plans and performs carpentry duties related to concrete laying, mill work, glass replacement, dry walling, door locks, panic hardware; hydraulic door closures and gym and playground equipment (including bleachers)
- Reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- Prepares site by relocating and securing furniture/computers, etc.; tearing down and removing existing structures as required (e.g. including cabinets, walls, floors, insulation, masonry); erecting scaffolding, barricades, etc.
- Loads and unloads vehicles; transports materials and equipment as required
- Ensures quality workmanship and safety of work sites
- Supervises and advises other employees pertaining to this trade
- Afternoon shift during the school year may be required
- Assists in the cleanliness of shop, work areas, warehouses and grounds
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Valid BC Trade Certification as a Carpenter
- 4 years of related experience
- Locksmithing experience would be an asset
- Provides the basic tools common to this trade
- Basic knowledge of computers
- Good basic knowledge of painting and finishing
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer