

School District No. 53 (Okanagan Similkameen)

Job Description

JOB TITLE: CARPENTER

JOB NO: 312

RESPONSIBLE TO: Director of Facilities

JOB SUMMARY: Under the supervision of the director of facilities and the guidance of the leadhand, the carpenter provides journeyman level skilled carpentry services, and assists other trades as required.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. construct new and renovate and repair existing facilities and other structures such as form work, framing, finishing and glazing;
2. repair and install furniture, fixtures (including windows and doors), equipment, walkways (including ramps and steps), and door and finishing hardware;
3. read and interpret blueprints and construction drawings;
4. prioritize work assignments, order supplies/materials, recommend purchase of equipment, and initiate work orders;
5. determine appropriate methods and materials for timely and efficient project completion;
6. maintain records, forms and documents;
7. maintain a clean and safe work environment;
8. may be required to remove snow and ice, deliver/pick up mail, and respond to emergency call-outs for security and/or repairs;
9. keep current by participating in job-related training and staff development;
10. communicate positively and effectively, and interact as a collaborative and consultative team member;
11. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, and National Building Code;
12. maintain confidentiality; and
13. other duties as assigned including maintenance tasks related to other trades.

REQUIRED QUALIFICATIONS:

1. grade 10 plus certification as carpentry journeyman (as set out in the BC Industry Training Authority Act or equivalent inter-provincial technical qualifications);
2. BC Class 5 driver's licence and a safe driving record (driver abstract required);
3. thorough understanding of National Building Code;
4. working knowledge of other maintenance and trades;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.