

Okanagan Similkameen School District No. 53 Job Description

JOB TITLE: CARPENTER

JOB NO: 312

RESPONSIBLE TO: Director of Facilities

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

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. liaise with and support to contractors regarding projects in consultation with supervisor;
5. request quotes from suppliers as directed by supervisor;
6. prioritize work assignments, order supplies/materials, recommend purchase of equipment, and initiate work orders;
7. determine appropriate methods and materials for timely and efficient project completion;
8. maintain records, forms and documents;
9. maintain a clean and safe work environment;
10. may be required to remove snow and ice, deliver/pick up mail, and respond to emergency call-outs for security and/or repairs;
11. participate in job-related training and staff development;
12. communicate positively and effectively, and interact as a collaborative and consultative team member;
13. 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;
14. maintain confidentiality; and
15. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. 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. ability to take direction from supervisor(s) and 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 23, 2024

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