

## School District No. 53 (Okanagan Similkameen)

### Job Description

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**JOB TITLE:** BENCHWORK JOINER (CABINET MAKER)

**JOB NO:** 324

**RESPONSIBLE TO:** Director of Facilities

**JOB SUMMARY:** Under the supervision of the director of facilities, the benchwork joiner (cabinet maker) provides journeyman level skilled woodworking services, and assists other trades as required.

#### **JOB DUTIES AND RESPONSIBILITIES:**

1. build/re-style, install, repair and maintain millwork, wooden furniture, cabinets, laminates, veneers, fixtures, hardware, and other products;
2. general carpentry tasks to renovate, repair and maintain facilities;
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, and 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 Architectural Woodwork Manufacturers Association of Canada standards (AWMAC);
14. maintain confidentiality; and
15. other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

1. certification as cabinet maker (joiner) 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 Architectural Woodwork Manufacturers Association of Canada standards;
4. working knowledge of other related 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

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