

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – CARPENTER - TQ

Rate of Pay: **Band # 14**

Location: **District Maintenance Shops**

SUMMARY

- Provides carpentry and maintenance services related to the repair, alteration and construction of District buildings, fixtures and equipment.

DUTIES & RESPONSIBILITIES

- constructs, alters, installs and repairs buildings, furnishings, equipment and other structures
- performs a variety of carpentry duties related to concrete laying, mill work, glass replacement, dry walling and floor covering
- 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
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- ensures quality workmanship and safety of work sites
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- directs and advises other employees pertaining to this trade
- assists other maintenance staff as needed
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- installs, replaces and repairs locks, including rekeying and re-pinning
- Cuts and distributes keys as needed, while maintaining records of district locks and keys.
- may, on occasion, be required to perform other duties as assigned

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid BC Trade Certification as a Carpenter
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- experience gained through Trades Qualification apprenticeship program inclusive of 1 year industry related experience

SKILLS & ABILITIES

- ability to read and interpret drawings and specifications
- good basic knowledge of painting and finishing
- ability to perform a variety of skilled carpentry tasks in the construction and maintenance of school district facilities
- thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade – this may require continued education to remain current with changes to code and safety regulations
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information
- ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts
- physical capability to perform the job duties
- basic working knowledge of computers

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.