School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-01

CARPENTER

(Maintenance)

SUMMARY:

Under the direction and supervision of the Maintenance Supervisor, and the evaluation of the Director of Facilities, provides carpentry services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

DUTIES:

- 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 requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees.
- Loads and unloads vehicles; transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to assist in other areas of the District Maintenance program, if necessary.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Valid B.C. Trade Certification as a Carpenter
- Minimum of four years experience at the journeyman level
- Valid class 5 B.C. driver's licence
- Physical capability to perform the job duties

Qualifications Continued:

- Competent in the use and care of tools and equipment common to this trade
- Ability to read and interpret drawings and specifications

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.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 2, 1994
Date