



CARPENTER TEAM LEAD

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the Carpenter Team Lead supervises the work of personnel assigned to carpentry work and performs all aspects of carpentry work. This position plans, supervises, organizes, and coordinates the trades, maintenance, and administration operations. The Carpenter Team Lead works with a high degree of independence on assigned projects including planning and project coordination of carpentry projects.

SPECIFIC RESPONSIBILITIES

- Supervises and controls the work of personnel assigned to carpentry shop to ensure achievement of established maintenance best practices and regulations.
- Carries out all aspects of carpentry work.
- Oversees testing and evaluation of new carpentry related products and equipment and developing technical standards for carpentry procedures.
- Develop a close liaison with other staff so that a team approach is developed in the operation of schools and carpentry maintenance work.
- Works from oral and/or written instruction and to established procedures, including ability to read construction drawings and specifications.
- Assists with budget preparation and monitors expenditures.
- Assists other skilled staff and completes general tasks.
- Uses related computer applications, including Computerized Maintenance Management Systems such as School Dude, email (Microsoft Outlook), and Computer Aided Design programs such as Visio and AutoCAD to organize work.
- Uses hand and power tools/equipment and materials associated with performing assigned duties; cleans and stores tools and equipment as required.
- Responds to emergency situations when required.
- May assist in the selection process of job applicants.
- First approval of departmental absences, time sheets, and invoice approvals for final approval by supervisor.
- Responsible for low value purchasing of carpentry related materials and supplies.
- Performs other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Valid B.C. TQ and/or interprovincial TQ ticket as a Carpenter.
- Minimum of five years of recent full-time equivalent experience (approximately 3500 hours) as a journeyman carpenter.
- Minimum of two years supervisory experience, or successful completion of courses in conflict resolution and workplace leadership/supervisory skills (approximately 20 to 40 hours of instruction each).
- Must have the ability to read and write English, preferably having Grade 12 diploma.
- Must have demonstrated skills working with related computer applications, including Computerized Maintenance Management Systems such as School Dude, email (Microsoft Outlook), and Computer Aided Design programs such as Visio and AutoCAD.
- Be physically capable and prepared to perform all facets of Maintenance Trades work.
- Have a clear understanding of all carpentry related procedures and equipment.
- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff and students.
- Physical ability to perform heavy lifting.
- Ability to work at heights including a ladder or scaffold.
- Ability to operate using personal protective equipment.
- Ability to organize work.
- Valid B.C. Driver's License: Class 5 minimum.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Valid B.C. TQ and/or interprovincial TQ ticket as a Carpenter.
- Valid B.C. Driver's License: Class 5 minimum.
- Grade 12 Diploma preferred.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff and students.

REPORTING STRUCTURE

- Reports to the Director of Operations.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.