



# CARPENTER

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Director of Operations and Carpenter Team Lead, the Carpenter performs all aspects of carpentry work including interior and exterior construction, renovations, concrete work, envelope repairs, and other tasks in support of maintenance and repair of the district's institutional building portfolio.

## SPECIFIC RESPONSIBILITIES

- Carries out all aspects of carpentry work.
- 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 other skilled staff and completes general tasks.
- Uses related computer applications, including Computerized Maintenance Management Systems, email (Microsoft Outlook),
- 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.
- Performs other duties as assigned.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Valid B.C. TQ and/or interprovincial TQ ticket as a Carpenter.
- Minimum two years of recent full-time equivalent experience (approximately 3500 hours) as a journeyman carpenter.
- Must have the ability to read, write, and speak English.
- Be physically capable and prepared to perform all facets of maintenance and repair work in an institutional setting including heavy lifting up to 50 lbs.
- 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.
- Ability to work at heights including a ladder or scaffold.
- Ability to operate using personal protective equipment.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Ability to organize and prioritize individual work.
- Must provide own tools as required.

## **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.
- Successful completion of WHMIS courses.
- A clear Criminal Record Check to be updated every five years.
- Grade 12 Diploma preferred.

## **RELATIONSHIPS**

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

## **REPORTING STRUCTURE**

- Reports to: Director of Operations and Carpenter Team Lead.

## **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.