

CARPENTER

Division: 2 (Maintenance)

Reports to: Maintenance Supervisor

Job Summary

With minimal direction by a Crew Chief, the Carpenter performs rough and finishing carpentry duties. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Performs rough and finishing carpentry duties including repair, maintenance and minor construction, such as shelving, framing and cabinet making.
- Installs and repairs items such as windows, door hardware, flooring, tackboards, ceramic tiles, and window coverings.
- Inspects, seals and repairs roofing membranes.
- Mixes and places (pours) concrete.
- Plans basic renovations including design work and estimating materials required.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Supervises apprentices.
- Reports parts and supplies inventory levels.
- Reports work completed including time and materials used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

Tools and Equipment Used

Hand tools, power tools, air tools, ladder, truck, lathe, scaffolding and other carpenter's equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or interprovincial Trades Carpentry Certificate.
- A valid B.C. Class 5 driver's licence.
- Knowledge of roofing practises as per the Roofing Practises Manual of B.C.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to work in confined areas and at heights.
- Ability to plan and schedule work and organize the workload effectively.

- Ability to maintain close attention to detail.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with students, suppliers and other staff.
- Ability to effectively communicate both verbally and in writing.
- Ability to perform individually and as part of a team.

Originated: July 1, 1994
Reviewed: April 4, 2014
Carpenter