

JOINER (CABINETMAKER)

Job Band: 11

Division: 2 (Maintenance)

Reports to: Maintenance Supervisor or designate

Job Summary

With minimal direction by the Foreman, the Joiner (cabinetmaker) performs finishing and light carpentry duties. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Performs finishing carpentry duties including repair, maintenance and minor construction, such as shelving, framing and cabinet making.
- Design, install and maintain millwork and cabinets. Assemble install and maintain mouldings, jambs/casings, tables, counters and desktops etc.
- Installs and repairs items such as laminates, veneer, hardware, and other wood working products, tack board, window coverings, etc.
- 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, jointers and other carpenter's/woodworking equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or interprovincial Trades Joinery (Cabinetmaker) Certificate.
- A valid B.C. Class 5 driver's licence.
- Ability to perform a variety of skilled carpentry tasks in cabinetry and millwork and in the construction and maintenance of school district facilities.
- 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: November 22, 2016
Reviewed: February 15, 2017
Carpenter