

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **JOURNEYPERSON CARPENTER**

JOB SUMMARY: An employee hired to perform skilled carpentry and maintenance work. Cross-trade co-operation will be expected.
The employee is responsible to the Manager of Operations or designate.

QUALIFICATIONS REQUIRED:

1. British Columbia Journeyperson Carpenter certification (Red Seal)
2. British Columbia driver's license
3. Minimum four year's experience in the carpentry trade
4. Computer Skills would be an asset

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Work under pressure, multi-task and meet deadlines.
3. Understand, keep current and apply guidelines, regulations, codes, and accounts from various Ministries and/or enforcing agencies, pertaining to the position.
4. Be self-directed, work independently and/or work collegially in a team environment.
5. Work with disagreeable situations and adverse conditions from time to time.
6. Operate, maintain, and repair a wide variety of specialized tools and equipment.
7. Solve problems related to the job.
8. Read and understand specialized and technical material related to the position.
9. Maintain confidentiality.
10. Develop work methods in agreement with Manager of Operations or designate for assigned tasks.
11. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Inspect, diagnose, repair, and maintain district facilities.
2. Perform functions that include but are not limited to:
 - purchase supplies, parts, and equipment
 - manage inventory
 - read blueprints, estimate, and bill costs
 - supervise staff to assist assigned tasks
 - glazing
 - flooring repair and installation
 - drywall
 - locksmithing

RESPONSIBILITIES AND DUTIES:

3. Be available on call when required.
4. Provide information to Manager of Operation or designate of potentially serious and/or dangerous situations.
5. Liaise with school district personnel, various Ministries and enforcing agencies, inspectors, and general contractors.
6. Maintain, clean, service, adjust or repair tools and equipment related to the position.
7. Assist with the technical design of new buildings and renovations.
8. Perform other job-related duties.