

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Carpenter

SUMMARY

Under direction of the Director of Facilities (or designate), constructs new builds, maintains and repairs buildings and furnishings related to carpentry, including doors and frames, window sills and frames, door hardware, exterior wall finishes, floor finishes, millwork, partitions, interior wall finishes, baseboards and moldings.

Saanich School District has a limited maintenance compliment and it will be required that Trades Maintenance employees perform work in cross-classification assignments as directed.

DUTIES

General

- Designs, constructs, repairs, modifies, installs, services, maintains and dismantles structures, furnishings and equipment
- Performs other duties as related to concrete laying, dry walling and floor covering, locksmithing, glass replacement and millwork
- Maintains detailed records for Locksmithing
- Performs layout, assembly and installation of woodwork projects
- Inspects gym equipment regularly
- Performs locker maintenance such as straightening or replacing doors
- Plans projects, designs and determines material requirements
- Operates computer based systems
- Reads and interprets drawings and specifications
- Provides estimates and advice on projects and keep records to track costs and orders material and equipment required for projects
- Researches, orders, receives and inventories related supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner
- Operates and is responsible for school district vehicles and power tools
- Reports on work in progress
- Performs emergency call-in maintenance duties outside of assigned hours as required
- Monitors General Maintenance employees on a periodic basis
- Liaises with employees, contractors, regulatory agencies and other trades as required
- Snow removal with machinery, or by hand shoveling
- Digital technology; including email, online databases and facilities management software used by School District #63
- Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS

- Grade 12
- Certificate of Red Seal Apprenticeship as a Carpenter as issued or recognized by the Province of BC or a Certificate of Trade Qualification in Carpentry as issued or recognized by the Province of BC
- Valid B.C. Class 5 Driver's License
- Five years' experience in related trade

- Thorough knowledge of Building codes and regulations WSBC, WHMIS regulations, etc
- Knowledge of computer hardware and software

Working Conditions

- Sufficient sight and hearing to perform related job duties
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC Occupational Health and Safety Regulation
- Able to perform related physical and mental activities
- Able to work in a highly active physical environment
- Able to work in adverse weather conditions

DATE

April 2022