

JOB IDENTIFICATION:

Carpenter

JOB SUMMARY:

Under the supervision of the Director of Facilities and the general direction of the Operations Foreman, provides carpentry services related to the construction, alteration and maintenance of buildings, fixtures and equipment.

DUTIES & RESPONSIBILITIES:

01. Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures.
02. May perform a variety of duties such as concrete laying, dry walling, floor covering, locksmithing, glass replacement, millwork and welding.
03. Reads and interprets drawings and specifications.
04. Plans projects and determines material requirements.
05. Reports on work in progress.
06. Meets with and discusses ideas/problems with contractors, suppliers, inspectors and principals.
07. Maintains a variety of records and assists in the compilation of inspection dates.
08. Assists in planning, estimating, budget development, cost control and maintenance of records for carpentry department.
09. Operates and is responsible for assigned vehicles and power tools.
10. Maintains tools in a safe and serviceable manner.
11. May, on occasion, be required to perform other job-related duties as assigned.
12. Complies with Municipal and Provincial Building and Fire Regulations.
13. Selects, purchases and maintains inventory.
14. Demonstrates the qualities of a good role model.
15. Displays good interpersonal skills.
16. Maintains safe work practices.

QUALIFICATIONS:

01. Grade 12 or equivalent.
02. Trades Qualification.
03. Valid BC Class 5 driver's license.
04. Physical capability to perform duties.