

Vancouver Island West School District 84

Job Description

Carpenter

Summary

Under the direction, supervision and evaluation of the Operations Supervisor, provides carpentry services related to the maintenance, alteration and construction of District buildings, fixtures and equipment.

Duties

- Constructs, alters, installs and repairs buildings, furnishings, equipment and other structures.
- Performs a variety of carpentry duties related to concrete laying, millwork, glass replacement, drywalling and floor covering.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees pertaining to this trade.
- Assumes responsibility, when required, or assists in other areas of the District Maintenance program including grounds keeping, bus driving, minor and major clean-up and/or repairs to District buildings and equipment, sewers and drains.
- Operates District vehicles and equipment such as trucks, vans, power mower, and a variety of power and hand tools.
- Assumes responsibility, when required, or assists in the cleanliness of the shop, work areas, warehouses, and grounds.
- Loads and unloads vehicles, transports materials and equipment as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WCB safety procedures.
- May be required to perform other job-related duties as assigned.

Qualifications

- Grade 12 or equivalent.
- Valid BC Trade Qualification certification as a Carpenter.
- Two years of related experience at the journeyman level.
- Valid Class 2 BC driver's license.
- Knowledge and/or experience in all trades.
- Competent in the use and care of tools and equipment common to this trade.
- Physical capability to perform the job duties.