SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

TITLE:	**Carpenter**	**DATE:**	January 2011
		REVIEWED:	November 2016
PAY GRADE:		**LOCATION:**	Facilities

SUMMARY: Performs a variety of carpentry and locksmith tasks to ensure the safety and full use of buildings and facilities.
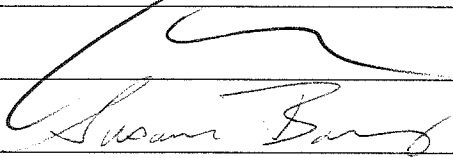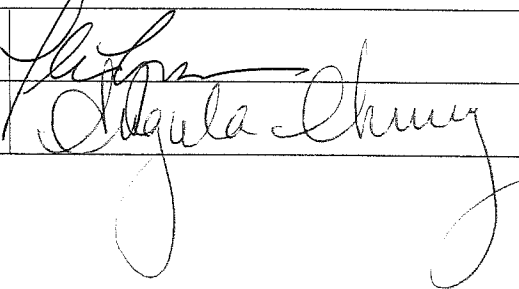
DUTIES:

1. Maintains and repairs building structure and system such as doors and frames, floor systems, staircases, door hardware, wall, ceiling, millwork and roof components.

2. Lays out, reads and interprets plans, drawings and specifications of district buildings and facilities in accordance with appropriate by-laws and codes.

3. Assesses the time, materials and equipment needed to complete work orders.

4. Orders supplies and equipment as authorized.

5. Inspects facilities on a regular basis for the purpose of preventative maintenance.

6. Repairs locks and furnishings.

7. Repairs and maintains work related equipment (tools of trade).

8. Performs capital works projects as assigned.

9. Reports unsafe conditions and faulty equipment to the Supervisor.

10. Maintains records related to work performed.

11. Shows subordinate workers how to use tools in a safe manner.

12. Supervises apprentices and work experience students as required.

13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Interprovincial Trades Qualification (TQ) Certificate in Carpentry plus two (2) years experience in a maintenance environment after completion of the TQ.

2. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.

3. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.

4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

5. A valid B.C. Driver's License.

JJEC JOINT COMMITTEE MEMBER'S SIGNATURES: