

## JOB DESCRIPTION

**Position:** QT - Carpenter

**Position Summary:** Under the supervision of the Director of Maintenance/ Maintenance Supervisor, provide carpentry services including building, installation, repair and maintenance of buildings, furniture and fixtures.

### POSITION DUTIES

### RESPONSIBILITIES

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|------------------|--|
| 1. Carpentry     | <ul style="list-style-type: none"> <li>• perform general repairs to furniture, fixtures, equipment and buildings</li> <li>• perform general structural additions and renovations, including form work, framing and finishing</li> <li>• install/relocate portable classrooms including leveling, blocking, refinishing and installing walkways, ramps or steps</li> <li>• repair and install all types of hardware and locking systems including closers (hydraulic and mechanical), lock sets, lock cylinders, hinges, thresholds, door stops, etc.</li> <li>• perform general glazing installations</li> <li>• install and repair all forms of cabinetry including lockers, bookshelves and window and door frames, etc.</li> <li>• estimate material requirements</li> <li>• purchase supplies and materials; recommend equipment purchase or replacement</li> <li>• ensure Occupational Health and Safety and WHMIS Regulations are followed</li> <li>• maintain a variety of records including inventory, servicing and inspection documents</li> <li>• perform maintenance tasks related to other trades, as assigned</li> </ul> |
| 2. Communication | <ul style="list-style-type: none"> <li>• communicate with staff and others</li> <li>• maintain confidentiality of information</li> </ul>   |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Certification as a journeyman as set out in the B.C. Industry Training Authority Act for carpentry or equivalent Inter-provincial Technical Qualifications.

Valid Class 5 B.C. driver's licence.

Working knowledge of other trades connected with building, finishing and maintenance.

Good working knowledge of the British Columbia and National Building Codes.

Demonstrated proficiency in reading and interpreting blueprints and manuals.

Demonstrated ability to work alone and work as part of a team with other tradespersons.

Demonstrated ability to take direction and carry out assigned duties independently.

Physically able to do all aspects of the job.