



Job Title	Carpenter
Department	Facility Services
Location	Facilities Services
Reports to	Director of Facility Services

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Maintenance Supervisor, the Carpenter is responsible for the full range of carpentry work throughout the district including the renovation/alteration and maintenance of buildings and structures; and working as a member of a team to ensure the timely resolution of general district maintenance requirements (e.g. snow removal and mail delivery), in accordance with applicable regulations, policies and procedures.

TYPICAL DUTIES

- plans project layout (from inspections, specifications, blueprints); determines requirements
- prepares site by relocating and securing furniture/computers, etc.; tearing down and removing existing structures as required (e.g. including cabinets, walls, floors, insulation, masonry); erecting scaffolding, barricades, etc.
- works in shop to construct new mill work/cabinet work including moldings, jambs/casings, windows, tables, etc.; laminates counter/desk tops
- performs finishing carpentry work including installing cabinets/trim, doors, moldings, door locks; repairs, strips and refinishes furniture, etc.; repairs and refinishes hardwood floors (including laying out lines)
- performs structural carpentry work including concrete forms (and cement), siding, stairs, insulation, installing T-bar ceilings, erecting framework (including playground structures), etc.
- measures, calculates elevations, lays-out, saws, glues, assembles and installs using a variety of materials (i.e. wood, plastic, metal)

- repairs, replaces and/or installs sub-floors, linoleum, carpets, baseboards; glass (e.g. windows, doors); drywall board (including taping, patching, filling and sanding); panic hardware; hydraulic door closures (including determining requirements); gym and playground equipment (including bleachers); new chalkboards and rails, pin-boards, etc.; applies suitable materials (e.g. vinyl or acoustical carpeting)
- identifies major carpentry concerns or modifications and recommends options
- prioritizes work and repair requisitions; coordinates and schedules work with administrative staff, classroom availability, other trades, etc.; reports work status (e.g. labour, costs)
- cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a daily basis; performs minor repairs, and recommends new/replacement equipment
- loads/unloads, transports and delivers equipment and materials to and from sites (including supplies, mail, books, tables, chairs and staging including assembling)
- receives requisitions (or fire marshal report) for new fire extinguishers; determines locations and installs; recharges and replaces broken glass covers or faulty extinguishers as required
- maintains supply requirements and exercises Local Purchase Order Authority
- salts, sands and clears ice and snow from exterior walkways, stairs and roofs as required
- assists with or resolves a variety of maintenance problems as required (e.g. welding, plumbing, vacuum repairs)
- operates power and hand tools, fixed and portable saws, routers, concrete and hammer drills, joiners, pneumatic tools, power and thickness planers, hilti guns, transit, floor sanders and buffers; and other standard maintenance tools
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Education: Completion of Grade 12 plus an additional 24 weeks classroom time to obtain certification as a Journeyman Carpenter
- Experience: over 3 and up to 4 years apprenticeship and on-the-job experience

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>