



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Carpenter
Department	Maintenance
Location	Terrace, Kitimat or Hazelton
Reports to	Manager of Maintenance Services

GENERAL DESCRIPTION

Reporting to the Manager of Maintenance Services, the Carpenter performs rough and finished carpentry work in the construction, renovation and maintenance of buildings, grounds and ancillary equipment. Performs minor elements of other trades. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, students and the public. Plans and coordinates projects and makes decisions independently.

TYPICAL DUTIES & RESPONSIBILITIES

- Inspects, constructs, installs, repairs and maintains buildings, furnishings, equipment and carpentry-related grounds projects utilizing a variety of hand and power tools and building materials including wood, laminates, concrete, millwork, glass and drywall.
- Plans projects and material requirements and develops layouts of new construction and alterations from drawings, sketches and/or specifications.
- Reports on parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Coordinates, advises or assists other employees.
- Performs all work in accordance with applicable statutes, regulations and codes.
- Maintains tools, equipment and a clean, safe work environment. Reports unsafe conditions.
- Loads and unloads vehicles. Transports materials and equipment. Checks and confirms operational safety of vehicle.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12
- Interprovincial Trade Certification as a carpenter (includes in-class training and apprenticeship training)
- two years of related work experience at the journeyman level
- BC Class 5 driver's license

FOR CMSD: Kiran Bath	<i>Title</i> Director of Human Resources
FOR CUPE:	<i>Title</i> CUPE JEMC Representative