

# JOB DESCRIPTION



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DATE REVIEWED:	March, 2009

JOB TITLE:	CARPENTER
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**OLD JOB TITLE:** TRADESMAN II - CARPENTER

**JOB SUMMARY:** The Carpenter performs a variety of general carpentry and locksmith tasks to ensure the safety and maintenance of district buildings and facilities.

## **DUTIES AND RESPONSIBILITIES:**

1. Maintains, repairs and renovates district buildings by replacing windows, designing and making cabinets, patching roof leaks, installing and patching doors, fixing panic hardware, cutting keys, remodelling rooms, installing locks, fixing gutters and performing a variety of general carpentry duties.
2. Lays out, reads and interprets plans, drawings and specifications of district buildings and facilities in accordance with appropriate by-laws and codes.
3. Estimates time, materials and equipment needed to complete work assignments.
4. Advises and provides information in the Carpentry Trade capacity to District staff and co-workers.
5. Maintains records related to work performed.
6. Operates a variety of equipment, vehicles and carpentry tools such as a table saw, grindstone, planer, bucket truck, jigsaw, sander, air nailer, ladder, hand tools, key cutting and locksmithing tools.
7. Performs related duties as required.

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## JOB REQUIREMENTS:

1. Completion of Grade 12 or equivalent including grammar, spelling, arithmetic, reading, writing and understanding English.
2. Trades Qualification (TQ) Certificate in Carpentry plus four years related work experience after completion of the TQ.
3. Valid B.C. Driver's License (Class 5).
4. Thorough knowledge of materials, methods and equipment related to work performed.
5. Thorough knowledge of safety procedures related to work performed.
6. Physical ability to perform the duties and responsibilities of the job.
7. Ability to communicate effectively at the level required for the job.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

## ADDITIONAL INFORMATION:

The Carpenter may be required to perform locksmith duties.

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Burnaby School District

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C.U.P.E. Local 379

Date Approved: June, 2009