

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**CARPENTER - CLASS V****Position Summary**

Under the direction of the Director of Operations and Assistant Director of Operations the carpenter will perform all carpentry duties to the buildings within the Seven Oaks School Division.

Duties

- Perform carpentry repairs to buildings and furnishings including repairs to millwork, furniture, cupboards, bleachers, hardwood floors and gymnasium equipment.
- Maintain and replace all shop tools and equipment.
- Build, install and maintain shelving units, millwork and bulletin boards.
- Purchase an inventory of tools and supplies conducting an initial comparative shop, obtaining the purchase order and, for larger purchases, obtaining the approval of the supervisor.
- Prioritize requests for repairs having due regard for the needs of other building users and the urgency of the repair.
- Complete work orders in electronic format.
- Supervise an assistant as required.
- Other duties as assigned with skillset.
- Assist other trades when required.

Education

- Grade 10.
- Licensed journeyman carpenter or cabinet maker.
- Ability to read and understand blueprints.

- Valid driver's license.
- Good oral communication and reading skills.

Experience

- Minimum 3 years experience at Journeyman level.

Physical Demands

- Continuous physical activity through climbing, bending and stretching and awkward positions.
- Work from ladders, scaffolds or other elevated platforms.

Working Conditions

- Exposure to dust, fumes and noise and safety risks in working with some potentially dangerous equipment.