

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – CARPENTER - APPRENTICE

Rate of Pay: **Band #**

Location: **District Maintenance Shops**

SUMMARY

- Work under the guidance and direction of the Journeyman Carpenter with the installation, alteration, repair and maintenance of District buildings and equipment.

DUTIES & RESPONSIBILITIES

- assists in the construction, alteration, installation and repairs to buildings, furnishings, equipment and other structures
- assists in performing a variety of carpentry duties related to concrete laying, mill work, glass replacement, dry walling and floor covering
- reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- ensures quality workmanship and safety of work sites
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- assists other maintenance staff as needed
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- successful completion of Carpenter - Entry Level Trades Training (ELTT)/Foundations Program
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- three months related experience

SKILLS & ABILITIES

- ability to work in accordance with established procedures
- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the trade
- ability to use courtesy and tact in obtaining and/or handing out data or information
- ability to work in accordance with established procedures
- physical capability to perform the job duties
- basic working knowledge of computers

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.