



JOB DESCRIPTION

JOB TITLE	Carpenter
JOB GROUP	CUPE 4222A
LEVEL	E
DEPARTMENT	Organizational Support Services
SUPERVISOR	Maintenance Leader

POSITION SUMMARY

The Carpenter is responsible for carpentry, building and woodworking projects including renovations and new construction. The work involves working with other skilled tradespeople and general maintenance staff on larger projects.

DUTIES AND RESPONSIBILITIES

- Measure, design, build and install exterior fixtures, interiors, customized items, and small outbuildings.
- Comply with government regulations when installing playground equipment.
- Install, replace, maintain and rekey locks and maintain master systems.
- Demolish or advise on the demolition of walls, ceilings, buildings and fixtures.
- Operate a Board vehicle and comply with maintenance and safety guidelines.
- Comply with all building, fire and safety code requirements.
- Erect scaffolding in compliance with safety requirements.
- Consult with school and board office administrators regarding project requirements.
- Provide costing estimates to schools, offices and supervisors.
- Provide guidance to contractors and other maintenance staff.
- Prioritize work orders and record information for time and materials.
- Order materials for projects.

EDUCATION

Completion of a current Certificate of Qualification as a Carpenter and licensed to work in Ontario.

EXPERIENCE

Four and one half years of related work experience, which includes hours required to obtain a Certificate of Qualification as a Carpenter is required.

This position requires a clean drivers abstract.