

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CARPENTER

QUALIFICATIONS:

1. Secondary school graduation preferred.
2. Holder of a valid Carpenter's certificate.
3. At least two years' experience as a carpenter in private fields.
4. Demonstrated supervisory ability.
5. Up to date knowledge of regulations, codes and safety standards.
6. Ability to read blueprints and effectively lay out work.
7. Ability to get along well with other people.
8. Able to work well under adverse weather conditions.
9. Good health and sufficient strength to perform a variety of manual tasks.

RESPONSIBLE TO: Facilities Supervisor or his designate.

SUPERVISES: As required.

JOB GOAL: To perform skilled tasks under normal supervision in carpentry requirements of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned or operated by the district.
2. Supervises the erecting of scaffolding, formation of concrete forms, and similar nonstructural projects attendant upon repairs and construction.
3. Instructs non-skilled workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivet guns), hardware(nails, screws, glue), and materials (lumber, acoustic tiles).

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4. Recommends supplies and equipment for purchase, and maintains the inventory of equipment, hardware, materials, and supplies.
5. Estimates carpentry repair projects in terms of labour and material.
6. Examines district-owned facilities on a regular basis for purposes of preventative maintenance.
7. Keeps in mind the safety of others including school children.
8. Ensures that the district complies with applicable by-laws and regulations.
9. Performs other duties as required.

TERMS OF EMPLOYMENT: Twelve months per year.

EVALUATION

DATE: September 21, 2018

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Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Effort	4	24	Medium activity of long duration; OR Heavy activity of intermediate duration.
6. Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.

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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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