



School District 8  
Kootenay Lake

Group: CUPE

Title: Journeyman Carpenter

Dept.: Operations

Location: Nelson/Creston Operations

**Position Description:**

Performs rough and finished carpentry work in the construction, renovation, and maintenance of buildings, grounds structures, and ancillary equipment. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees and contractors. Plans and coordinates projects and makes decisions independently.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Inspects, constructs, installs, repairs, and maintains buildings, furnishings, equipment, and carpentry-related grounds projects.
- Utilize a variety of hand and power tools, ladders, lifts, and scaffolding.
- Works with building materials including wood, laminates, concrete, millwork, metal, glass, and drywall.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches, and/or specifications.
- Performs work in accordance with applicable statutes, regulations, and codes.
- Reports on parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Coordinates, advises, and/or works with other employees regarding projects.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Unloads, loads, and transports job related materials and equipment.
- Cleans, checks, and confirms operational safety of assigned vehicle.

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

## **Job Requirements: Minimum Qualifications**

### **Education & Experience:**

- Grade 12
- Interprovincial Trade Certification as a carpenter (includes in-class training and apprenticeship training).
- Two years of related work experience at the journeyman level.
- B.C. Class 5 driver's license.

### **Skills & Knowledge & Abilities**

#### **SKILLS:**

- Skilled in rough and finished carpentry work in the construction, renovation and maintenance of buildings, grounds structures, and trade related equipment.

#### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations, and codes.
- A basic knowledge of other trades systems.

#### **ABILITY**

- Demonstrated ability to plan, organize and estimate carpentry jobs.
- Ability to communicate effectively.
- Ability to work co-operatively with employees, suppliers, and contractors.
- Ability to work independently.

#### **RESPONSIBILITY**

- Performs work in accordance with applicable statutes, regulations, and codes.
- Required to work with a high degree of independence on assigned projects.
- Reports on parts and supplies inventory levels. Orders trade related supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Cleans, checks, and confirms operational safety of assigned vehicle.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.

## WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, working at heights, and carrying equipment for extended periods.
- Work is primarily indoors in well-lit and heated buildings but will require outside work in all environments.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.
- Work can involve time pressures, interruptions, and emergency calls.

## SALARY:

- Wages and employment benefits per CUPE collective agreement.

## KEY RELATIONSHIPS:

Good Working relationship with:

- School District 8 staff
- Vendors and Contractors

Next scheduled revision: Fall, 2029

Reviewed and agreed upon: September 26, 2024