



## **JOB DESCRIPTION**

<b>Title:</b>	Carpenter	<b>Pay Grade:</b>	T01 - Outside
<b>Department:</b>	Works and Infrastructure	<b>Location:</b>	Works Yard
<b>Supervisor:</b>	Manager of Works	<b>Reviewed:</b>	January 2024

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### **Nature and Scope of Work**

Reporting to the Works Foreman, the Carpenter position will perform skilled carpentry and cement finishing work of a complex nature at the journeyman level under limited supervision. Work involves the completion of carpentry repairs, alterations, other general building maintenance work, the construction of concrete forms, fences and small auxiliary structures and the provision of moderate supervision to assigned District staff.

### **Duties**

1. Constructs, fabricates, repairs and maintains a wide variety of municipal buildings, fixtures and concrete forms.
2. Performs general carpentry work, such as framing, roofing, interior trims, partitions and fences.
3. Prepares sketches, estimates for labour and materials, and orders materials.
4. Provides moderate supervision to assigned staff.
5. Forms, pours, and finishes concrete.
6. Coordinates fire suppression systems and extinguisher inspections as well as District building inspections and complete paperwork as required.
7. Inspects and repairs sidewalks.
8. Assists with winter road maintenance as required.
9. Performs and coordinates work from department generated work orders for facilities and other various work as needed.
10. Performs related work as required.

### **Required Skills and Knowledge**

1. Good physical condition with sufficient strength and stamina to perform heavy manual work outside and inside in the presence of dust, noise, odours and dampness.
2. Ability to exercise courtesy and tact in the exchange of routine information with other municipal employees and members of the public.
3. Ability to work independently, in a team environment, with the general public and with employees of other companies.
4. Ability to take the lead on some district projects; work with contractors, provide quotations and provide an expert opinion when required.

5. Knowledge necessary to operate equipment used to complete required tasks and to complete equipment maintenance duties.
6. Knowledge of WorkSafeBC regulations and safe work procedures related to the position.
7. Possess a good knowledge in the use and maintenance of a variety of hand and power tools related to the trade.
8. Must have experience in reading blueprints and locating survey pins.
9. Thorough knowledge of the BC Building Code.
10. Willingness to attend courses and workshops to improve skills and knowledge.

**Required Qualifications**

1. Senior secondary school graduation or equivalent.
2. BC Trade Qualifications or Interprovincial Carpentry Ticket.
3. At least three years of progressive carpentry experience.
4. First Aid certification.
5. Ability to pass and maintain an Enhanced Security Police Information Check.
6. B.C. Driver's Licence - Class 5 with a clean Driver's Abstract.

**Remuneration and Hours of Work**

1. In accordance with the CUPE Collective Agreement.
2. Overtime, callouts, and standby as required.