

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Carpenter, Locksmith

SUMMARY

Performs buildings maintenance, carpentry, and locksmith tasks to ensure that district sites and equipment are maintained with regard to safety, serviceability and appearance.

DUTIES

- Constructs, renovates and repairs district buildings, equipment and fixtures
- Responds to work orders as assigned. May perform initial assessment and provide recommendations on issues, including HVAC, plumbing and electrical.
- Performs grounds and general maintenance duties
- Assists Director of Facilities with coordination of contractors and sub-trades
- Purchases and inventories materials, supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner and updates maintenance logs
- Cuts and distributes keys as needed. Maintains records of district locks, keys and alarm codes
- Operates district vehicles and equipment used in construction and building maintenance
- Transports materials, supplies and equipment
- Works alongside other maintenance staff in performance of their duties
- Communicates with district staff regarding work requests
- Installs, replaces and repairs locks
- Works in compliance with WorkSafe, WHIMIS and applicable safety protocols
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- BC Ministry of Labor Trade Ticket in Carpentry
- Certification in Locksmithing
- Valid BC Class 5 Drivers License
- Demonstrated ability to lift and load safely
- Three years' experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Director of Facilities, Capital Projects and Transportation

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:
Jesse Guy
Secretary Treasurer

January 12, 2023

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas
President

January 12, 2023

Classification: Operations VI

JJEC approved date: January 12, 2023