



Job Title: Journeyman Carpenter

Department: Facility Services

As a Division Carpenter, under general supervision performs skilled carpentry maintenance work in the repair, alteration and maintenance of school Division buildings, facilities and performs related work as required. Provided trade recommendations to maximize the lifecycle of Division buildings, fixtures, fitments and equipment. Project assignments require working as a team with assigned contractors to supplement the Division's personnel. The nature of the work requires considerable independence of judgment within prescribed policies. The work may require strenuous physical effort in completion of duties alongside of Division personnel and assigned contractors.

1. Position Requirements

- A High School Diploma
- Red Seal Journeyman Carpenter Certificate
- Hold a valid class 5 Alberta drivers license
- Satisfactory Drivers Abstract
- Thorough knowledge of the applicable rules and regulations of safe driving

2. Relevant Education, Training & Experience

- Experience sufficient to permit effective communications and related technical knowledge
- ABSA 5th Class Power Engineer (preferred)
- Ability to operate a vehicle with trailer
- A valid First Aid Certificate
- A valid WHMIS Certificate
- Key and Lock systems experience
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Transportation of Dangerous Goods Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Demonstrated aptitude in the operation of power hand tools, motorized equipment and vehicles
- Considerable knowledge of materials, tools, equipment methods and practices related to work
- Considerable knowledge of the rules and regulations governing the safe and proper practices for completing work
- Strong mechanical aptitude

3. Fitness and Abilities

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods
- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance
- Able to climb and work from 5 metre ladders
- Able to work in a highly active physical environment
- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

4. Key Responsibilities

- Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- Promotes a welcoming, caring, respectful, and safe work environment.
- Responsible for reporting hazards, safety concerns or issues to administration, the Coordinator of Operations and Maintenance and/or Director of Facilities
- Constructs, renovates, and repairs Division buildings, fitments, fixtures and equipment
- Installs, replaces and repairs door hardware (locksets, panic hardware, hydraulic closures, weather stripping etc.) and locks
- Maintains records of Division lock and key systems
- Repair/build/install defective/damaged floors, walls, ceilings, doors, furniture, fitments, fixture, equipment, stairs, millwork and roofs
- Report, observe and make recommendations for defective/damaged floors, walls, ceilings, doors, furniture, fitments, fixture, equipment, stairs, millwork and roofs to be repaired or decommissioned
- Reads and interprets drawings and specifications, determines materials, reports on work progress and proposes changes in plans and specifications as required
- Operate power equipment such as saws, jointers, lathes, sanders, planers, boring and mortising machines; clean, sharpen, maintain and repair such equipment in a safe and serviceable manner
- Skill in the planning and coordination of work projects
- Operates vehicles and equipment used in construction and building maintenance in a safe and courteous manner
- Professional conduct, appearance and attitude
- Ensures quality workmanship and safety of worksites
- Purchase and inventory supplies, materials and equipment
- Maintains the confidentiality of information seen or heard
- Assists in the cleanliness of the shop, work areas, warehouse and grounds
- Load or unload from vehicles; transports materials and equipment as required
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Ensures quality workmanship and safety of worksites with Division personnel
- Adhere to and report all safety rules and regulations of the Division and Provincial Regulators are followed by personnel and contractors performing work for the Division to the Director of Facility Services or designate
- Perform other related duties as assigned by the Director of Facilities or designate

5. Communication

- Works with all staff communicating concerns through the appropriate channels
- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

6. Time Management

- Effective use of time including setting of priorities, keeping to schedules, attendance and punctuality as per Division Policy, Protocols and Collective Agreement
- Prioritize time and work schedules effectively
- Respond to emergency calls as needed
- Assist other Facilities Services personnel in performance of their duties as required
- Strong people skills and the ability to prioritize

7. Preventative Maintenance

- Provide carpentry expertise in the maintenance of the Division's physical plants
- Examine, inspect, report shortcomings and perform preventative maintenance of the Division's buildings, fixtures, fittings and equipment owned and operated by the Division for safety and appearance
- Work within the Division staff and contractors to ensure the timely resolution of general maintenance requirements

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