

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**TRADESPERSON  
(Carpenter)**

**DEPARTMENT: Maintenance**

**JOB SCOPE**

Reports to the Manager of Operations and Maintenance Services.  
Performs a variety of skilled and other tasks related to construction, maintenance and repair of school district buildings, grounds and equipment under minimum supervision.  
May direct maintenance employees with other classifications.

**MAJOR DUTIES AND RESPONSIBILITIES**

Performs a variety of tasks related to construction; maintenance and repair of school district buildings, grounds and equipment.  
Uses equipment and tools of the trade safely and skillfully.  
Responsible for care of tools, equipment and materials.  
Responsible for leaving the worksite in a clean and safe condition.  
Lays out, assigns and checks the work of assistants performing the assigned work.  
Plans and carries out an effective work schedule with a minimum of supervision.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent). Completion of a recognized carpentry apprenticeship and possession of a valid B.C. trades qualification ticket or a valid inter-provincial trades qualification ticket.  
Valid B.C. class 5 driver's licence.  
Ability to maintain good working relationships with school district staff and general public.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to plan and carry out an effective work schedule with a minimum of supervision.  
Thorough knowledge of the current work methods, practices, materials, tools and equipment of the trade.  
Ability to use tools and equipment of the trade safely and skillfully.  
Ability to consistently perform a quality of work at a tradesperson level.  
Ability to lay-out, assign and check the work of assistants performing assigned work.  
Good interpersonal and communication skills.  
Two to three years experience as a qualified carpenter.

Revised: Feb. 2006

Revised: May 2012

Reviewed Jun. 2015, Jun. 2016