POSITION DESCRIPTION

TITLE: Skilled Craftsman - Carpenter
LOCATION: Maintenance Department
REPORTS TO: Manager, Maintenance
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
The Structural Craftsman Carpenter position will be responsible for the care of all carpentry-related repairs for the District. This position will also perform a variety of structural maintenance/development related tasks in and around all District facilities.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Perform all aspects of carpentry.
3. Perform general maintenance in areas of masonry, drywall, vinyl, patching, laminate, fibre-reinforced paneling (FRP), painting, roofing, plumbing, and carpentry.
4. Estimate cost of work projects and order corresponding materials and supplies.
5. Establish and maintain records of work performed.
6. Travel from location to location to accomplish tasks.
7. Perform first aid/CPR when necessary.
8. Successfully complete all required district training within a timely manner.
9. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. Direct the work of helpers when necessary.
2. May carry a pager and be called back to work after regular hours to perform special service as needed.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Lifting/Carrying Up to 75 lbs. (33-66%)
- Walking (66-100%)
- Pushing/Pulling (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Bending/Stooping (66-100%)
- Vision (66-100%)
- Climbing (33-66%)
- Driving (66-100%)
- Required to work outdoors in inclement weather

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Training (Up to 33%)
- Customer Contact (33-66%)
- Multiple Concurrent Tasks (33-66%)
- Verbal Communication (66-100%)
- Math (33-66%)
- Exposure to dirt, dust, noise

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
- **Miscellaneous Tools**: Rotary hammer, skill saw, jig saw, reciprocating saw, 3/8 and 1/2 drill, table saw, grinder, router, framing nailer, industrial stapler, finish nailer, drywall pistol pattern gun and drywall taping knife 6"-10" and 12", masonry finishing trowel, bull float, mixer, and convex jointer.
- All other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Possess a current Journeyman Carpenter card, or have four full-time years of applicable experience. Same trade vocational training may be substituted on a year-for-year basis up to two years.
2. Demonstrated ability to communicate effectively.
3. Demonstrated organizational skills and the ability to follow through.
4. Willingness to be called back to work after regular hours to perform special service as needed.
5. Must possess a good math aptitude.
6. Demonstrated ability to operate the tools and equipment as listed above.
7. Demonstrated ability to establish priorities and delegate tasks.
8. Demonstrated ability to perform routine maintenance on all equipment used to perform the essential functions as listed above.
9. Must be able to travel from location to location to accomplish tasks.
10. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
11. Must be able to acquire a Commercial Driver's License (CDL - A or B).
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: _____________________________ Date: ________________

District: ___________________________ Date: ________________

Revised Date: 02/25/2014
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Carpenter