

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****CARPENTER - CLASS V****1. Position Summary**

Under the direction of the Director of Maintenance and the Supervisor of Maintenance, the carpenter will perform all carpentry duties to the buildings within the Seven Oaks School Division.

**2. Duties**

- Perform carpentry repairs to buildings and furnishings including repairs to furniture, cupboards, bleachers, hardwood floors, and gymnasium equipment.
- Maintain and replace all door hardware and shop tools.
- Build, install and maintain shelving units, bulletin boards, and chalk boards.
- Purchase an inventory of tools and supplies through locating replacement hardware for older buildings, conducting an initial comparative shop, obtaining the purchase order and, for larger purchases, obtaining the approval of the supervisor.
- Prioritize requests for repairs having due regard for the needs of other building users and the urgency of the repair.
- Supervise an assistant as required.

**3. Education**

- Grade X.
- Licensed journeyman carpenter and/or equivalent work experience (including ability to read and understand blueprints).
- Valid driver's license.
- Good oral communication and reading skills.

4. **Experience**

- Up to 3 months on the job learning.

5. **Physical Demands**

- Continuous physical activity through climbing, bending and stretching and awkward positions.

6. **Working Conditions**

- Exposure to dust, fumes and noise and safety risks in working with some potentially dangerous equipment.