



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Journeyman Carpenter
CLASSIFICATION	
DEPARTMENT	Maintenance
LOCATION	
REPORTS TO	Maintenance Supervisor
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Journeyman Carpenter requires the skills, knowledge and ability of an inter-provincially certified (Red Seal) journeyman in the trade of carpenter. Application of these skills, knowledge and ability will be used in the repair, maintenance and remodelling of existing Frontier School Division buildings and in the construction of new Frontier School Division facilities. The incumbent may supervise apprentices, trades helpers and labourers.

QUALIFICATIONS

Education

- Manitoba Certificate of Qualification as a Journeyman Carpenter.

Experience

- Two years carpentry experience.
- Valid Manitoba driver's license.

Knowledge, Skills and Abilities

- Knowledge of general maintenance standard practices, materials, technique and the tools.
- Knowledge of the trade in order to select materials, plan sequences and methods of work.
- Knowledge of the trade in order to cut and shape materials and join them with nails, screws, bolts or glue.
- Knowledge of national and local building codes.
- Knowledge of occupational hazards and safety precautions of the trade. Eg fall arrest training & confined entry training.
- Good verbal and written communication skills.
- Good planning and organizational skills.
- Ability to estimate material requirements and costs.
- Ability to read drawings, sketches and plans for building information.
- Ability to estimate the cost of jobs.
- Ability to determine and order the materials needed for the job.

- Ability to solve mathematical problems quickly and accurately to avoid potentially costly mistakes or omissions when measuring and marking materials.
- Ability to check completed units to ensure they are level, square, plumb and the right size and shape and in the proper location.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Performs required work on construction, renovations, repairs and general building maintenance including concrete forms, rough carpentry, finished carpentry and including furniture repairs.
- Operates all hand and power tools of the trade as required.
- Paints wood, masonry, wallboard, plaster, concrete, stucco and metal.
- Works from ladders and scaffolds.
- Installs drywall, tapes and finishes walls and joints on gyproc and wallboard.
- Estimates material requirements and costs.

Performs other duties as assigned.

CONTACTS

School, Area and Division maintenance staff
Permit offices, contractors and suppliers

WORKING CONDITIONS

Outdoors and indoors, may be required to work on roofs or in confined spaces.

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing all the duties of the position.
Lifting up to 20 kg,
Visual acuity for reading measurements and blue prints.

EQUIPMENT USED

Maintenance equipment
Carpentry tools & equipment

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date