**JOB DESCRIPTION**

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| **Job Title:**  Maintenance Person - Carpenter | **Department:**  Plant Operations |
| **Reports To:**  Manager, Plant Operations | **Division:**  CUPE |
| **Date of last review:**  March 17, 2004 | **Revised by:** |

**SUMMARY**

The Maintenance Person - Carpenter is responsible for general maintenance and repairs required to maintain Board schools and property in good working order and hazard free for all students, staff and general public.

**QUALIFICATIONS**

* High School Diploma and/or work related experience.
* Requires a Certificate of Qualifications in Carpentry from a recognized educational institution
* Between two and three years experience as a carpenter in commercial/institutional;
* Knowledge of Occupational Health and Safety Act and Ontario Building Code.
* Valid Ontario Driver’s License
* Good physical health with the ability to lift a minimum of 25 kg. (55 lb.);
* An extensive general knowledge of building and equipment maintenance and repair work;
* Ability to work from ladders and scaffolds.

**KEY DUTIES & RESPONSIBILITIES**

1. Maintains Board facilities in safe working order by regularly assessing and executing necessary repairs:

< Inspects portable classrooms, playground and gymnasium equipment;

< Repairs, adjusts doors, fences, windows, railings, chairs, desks and all related hardware, etc.;

< Completes assigned work orders;

< Completes minor alterations/renovations as assigned;

< Delivers materials as required;

< Purchases materials and equipment required consistent with Board purchasing policy.

1. Plans, drafts and estimates rough drawings with Plant Operations Manager:

< Completes assigned work orders.

1. Contributes to the maintenance of the school property:

< Performs general site/yard clean up and disposes of large articles.

1. Performs other related duties as required.

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Good physical health with the ability to lift a minimum of 25 kg. (55 lb.);

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Manager, Plant Operations
* Controller of Plant and Planning Services

Positions Supervised:

Nil

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |