

Applicants:

– Please do not remove this posting – ask for a copy

SCHOOL DISTRICT # 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Carpenter, Locksmith, Welder (Operations V)
(Continuing, Twelve-Month Payscale)

Location: Salt Spring Island

Qualifications: See job description attached

Hours of Work: Forty (40) working hours per week (1.0 FTE)

Job Rate: \$26.44

Start Date: As soon as possible after the posting closing date

Closing Date: 4:00 p.m., Monday, September 25, 2017

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Fax: 250-537-4200
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

**This is a union position with C.U.P.E., Local 788.
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED _____ →

Successful applicant: _____

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

**September 18, 2017
(CUPE Posting No. 17) (2017/18)**

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Carpenter, Locksmith, Welder

SUMMARY

Performs buildings maintenance, carpentry, welding and locksmith tasks to ensure that district sites and equipment are maintained with regard to safety, serviceability and appearance.

DUTIES

- Constructs, renovates and repairs district buildings, equipment and fixtures
- Installs, replaces and repairs locks
- Keeps records of district lock and key systems
- Purchases and inventories supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner
- Supervises assistant(s)
- Operates district vehicles and equipment used in construction and building maintenance
- Transports supplies and equipment
- Assists other maintenance staff in performance of their duties
- Performs grounds and/or painting duties
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 10
- BC Ministry of Labor Trade Ticket in Carpentry, Locksmith and Welding
- Valid BC Class 5 Drivers License
- Or an equivalent combination of two years training and experience in related work

DESIRED ASSETS

- Working knowledge of Workers' Compensation Board Safety Procedures

RELATIONSHIPS

- Responsible to Head Maintenance

APPROVED


On behalf of:
School District #64 (Gulf Islands)



Rod Scotvold
Secretary Treasurer

June 18/2007
Date

On behalf of:
CUPE Local 788



Peter Price
President

JUNE 18 07
Date

Classification: Operations V

JJEC approved date: May 31, 2007