

**SCHOOL DISTRICT #22 (Vernon)  
JOB DESCRIPTION**

**Position: Trades – Carpenter Locksmith  
Job No: 312A**

**POSITION SUMMARY:** Under the supervision of the Maintenance Manager, the incumbent will perform the installation, adjustment, maintenance, troubleshooting and repair of all types of locks and hardware as well as perform rough and finished carpentry duties relative to work in the construction, renovation and maintenance of buildings, grounds, and auxiliary equipment.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Install, adjust, maintain, troubleshoot, repair, and replace door locks, padlocks, tumbler locks, combination locks, and various other lock hardware such as panic bars, door checks, latches, catches, fasteners, and door closures while performing the necessary carpentry.
- Design master key systems which include sub-master and single keys and maintain records.
- Manage access and the distribution and collection of keys provided to staff.
- Operate key cutting machine.
- Perform general repairs to cabinets, furniture and building finishes, stairs, flooring, doors, chalkboards, cupboards, etc.
- Prioritize and plan work, selecting appropriate construction techniques, equipment, and materials to achieve the objective of projects/work orders.
- Perform general structural additions, renovations, form work and framing including constructing new classrooms or storage rooms, building computer rooms, etc.
- Re-locate/move portable classrooms by stripping, jacking, blocking, leveling, skirting, and re-finishing classrooms and installing walkways, ramps, or steps.
- Repair and install all types of hardware and locking systems including panic hardware, closers (hydraulic and mechanical), lock sets, lock cylinders, hinges, thresh-holds, door stops, etc.
- Perform general masonry and concrete finishing duties.
- Repair and install exterior and interior building finishing coverings.
- Conduct a preventative maintenance program to the extent possible to ensure facilities are repaired or replaced before becoming a safety hazard.
- Perform general glazing installations as required.
- Build all forms of cabinetry for School District facilities including lockers, bookshelves, counters, cupboards, windows, and door frames and perform the requisite installation, maintenance, and repairs.
- Liaise with administrators, teachers, managers, and supervisors to determine specific needs.
- Liaise with other trades to ensure the projects/work orders are completed safely, accurately and in a timely manner.
- Order supplies and equipment as required to perform duties.
- Performs all work in accordance with applicable statues, regulations, and codes, including District safety procedures.
- Maintains tools, equipment, and a clean, safe work environment.
- Coordinate and schedule the day-to-day work of trades helpers occasionally, delegating tasks and monitoring output.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Grade 12.
- Interprovincial Trade Certification as a carpenter which includes an in-class training component of 840 hours (28 weeks) and 182 weeks (6360 hours) of apprenticeship training.
- Locksmith Certification (i.e., PCDI Canada).
- Must possess and maintain a valid B.C. Class 5 Driver's License.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

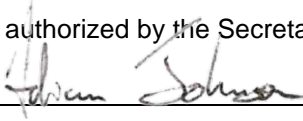
- Ability to understand and effectively carry out oral and written instructions.
- Ability to read and interpret blueprints, schematics, work sketches and specifications.

- Thorough and current knowledge of the standards, practices, regulations, methods, tools, and equipment of the trade.
- Ability to perform a variety of skilled tasks in the repair, fabrication and maintenance of parts and equipment.
- Ability to use courtesy, tact, and discretion to deal with or settle requests, complaints, or clarification of information.
- Ability to use judgement and initiative in identifying, adapting, and applying procedures and approaches to address unusual problem situations and resolve most conflicts.
- Physically capable of performing the duties of the job.
- Basic working knowledge of computers.
- Ability to work with minimal supervision.

**This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**

Approved and authorized by the Secretary-Treasurer or designate:

Signature: \_\_\_\_\_



Date: May 31, 2023

Created February 2023