

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

### **JOB DESCRIPTION**

**Position: Trades - Benchperson**  
**Job No: 324**

**POSITION SUMMARY:** Under the supervision of the Maintenance Manager, the incumbent will build, fix, repair and install a variety of cabinets and furniture. They will perform duties relative to the construction and maintenance of buildings, sites and auxiliary equipment, including assembly, install and break out millwork, as well as maintaining a variety of district facilities, materials and equipment.

#### **POSITION DUTIES AND RESPONSIBILITIES:**

- Perform general repairs to cabinets, furniture, building finishes and doors.
- 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.
- Conduct a preventative maintenance program to the extent possible to ensure facilities are repaired or replaced before becoming a safety hazard.
- Build all forms of cabinetry of district facilities including lockers, bookshelves, counters, cupboards, windows and door frames and perform the requisite installation, maintenance and repairs.
- Assemble and install a variety of standard items such as cabinets, teacher desks, cupboards, shelving, lockers, sink units and specialty items such as office and reception counters, disabled equipment, computer desks, adjustable workstations, electrical department panels, intrusion and fire alarm housings and specialty shelving.
- Prioritize work, select appropriate construction techniques, equipment and materials to achieve the objective of projects/work orders.
- 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 as required to perform duties.
- Perform general maintenance on a variety of district equipment (playground, gym, shop) and recommend purchase of new equipment where appropriate.
- Perform all work in accordance with applicable statutes, regulations and codes, including District safety procedures.
- Maintain tools, equipment and a clean, safe work environment occasionally, delegating tasks and monitoring output.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

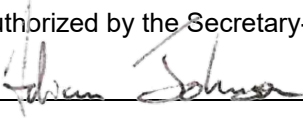
- Grade 12.
- Interprovincial Trade Certification as a cabinet maker (joiner) which includes an in-class training component of 720 hours (24 weeks) and 185 weeks (6480 hours) of apprenticeship training.
- Must possess and maintain a valid B.C. Class 5 Driver's License.

#### **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 to perform 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 5, 2022

Revised April 2022