


JOB DESCRIPTION

JOB TITLE: GENERAL TRADESPERSON (GENERAL CARPENTER)	
DEPARTMENT: FACILITY SERVICES	
DATE APPROVED: DECEMBER 12, 2017	APPROVED BY: CHERYL ANN CORALLO, EXECUTIVE SUPERINTENDENT OF BUSINESS AND FINANCE
DATE REVIEWED: JANUARY 29, 2024	SIGNATURE: 

REPORTING RELATIONSHIPS

Position reports to: Maintenance Supervisor or designate.

JOB PURPOSE

The General Tradesperson performs the general and/or the specialized installation, maintenance, servicing, repair, modification, alteration and re-building of building systems and components, tools and equipment ensuring safe and healthy conditions at Board facilities, in compliance with industry trade standards and relevant codes and legislation.

ESSENTIAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Secondary School Diploma
- Registered member in good standing with the Ontario College of Trades as a General Carpenter (403A)
- Must hold and maintain a valid driver’s license.

REQUIRED KNOWLEDGE:

- Superior knowledge in relevant trade (e.g., mechanical, electrical, plumbing, carpentry, welding, heating, painting, etc. and the application of various techniques, practices, materials, and tools of the trade)
- Superior knowledge of relevant building codes & standards, legislation, regulations
- Working knowledge of computer applications (e.g.: E-mail, Internet, Windows Operating System environment, Facilities Management systems)
- Working knowledge of all relevant SCDSB Administrative Procedures and Guidelines (APGs) and Facility Services Procedures, guidelines, and programs
- Working knowledge of the Occupational Health & Safety Act & Regulations.
- Working knowledge in the safe and effective use of all applicable power, hand, and small tools and equipment

EXPERIENCE REQUIRED:

- Three to five (3-5) years recent related experience

SKILLS/ABILITIES:

- Strong analytical and problem-solving skills.
- Ability to provide, as required and as specified, own transportation for materials, equipment, and labour.
- Ability to adjust to changes in workload and priorities.
- Ability to read and interpret drawings, blueprints, schematics, and equipment specifications.
- Strong attention to detail
- Excellent organizational and time management skills
- Ability to effectively communicate orally and in writing (English)
- Ability to attend work on a regular basis.
- Ability to work independently and as part of a Team.
- Self-starter and ability to work with minimal supervision.
- Ability to communicate and relate with people tactfully, diplomatically, and professionally at all times.
- Ability to operate various equipment.
- Ability to maintain a clean and safe working environment.

Preferred Qualifications/ Training/ Experience:

- Formwork/concrete and foundations
- Exterior and Interior Finishes
- Door and window systems
- Door hardware and security/locksmith functions
- General Millwork
- Installation of classroom equipment and furnishings
- Flooring (various systems)
- Current valid First Aid (basic standard) and CPR certifications

PHYSICAL REQUIREMENTS:

- Regular lifting/carrying of furniture, tools, equipment and building materials etc. of 25 lbs. (occasionally up to 75 lbs.).
- Frequent standing, walking, crouching and bending, climbing and crawling.

DUTIES AND RESPONSIBILITIES:

- Operate, adjust, service and maintain all building and grounds components, tools and equipment to its best operating state.
- Install and maintain equipment, tools, and building components in accordance with manufacturer's applicable recommendations.
- Organize own work and coordinate with work of other Facility Services staff involved in completing an assigned task.

- Read and interpret drawings, blueprints, etc. in order to troubleshoot, assess, and repair and/or maintain components as required by the specific trade practice.
- Provide input and recommendations to Maintenance Supervisor or designate in the method to be considered in performing repairs as well as the planning and scheduling of work to be performed.
- Utilize hand and power tools and equipment as required to perform assigned duties.
- Provide manual labour as required, e.g., loading and unloading materials; shoveling; digging; clearing; handling refuse; cutting trees, grass; piling materials; haulage, all as directed.
- Ensure all work performed adheres to all relevant Board, provincial, and federal safety regulations, codes, and specifications.
- Maintain highest quality of workmanship.
- Update, log, and maintain documentation as required and assigned by Maintenance Supervisor or designate including the use of Board provided technology devices (e.g., smart phone, tablet)
- Requisition and transport tools, equipment, labour, and materials as required to perform duties.
- Act in accordance with all relevant SCDSB APGs and Facility Services Procedures, Guidelines, and programs.
- Keep abreast of any changes in regulations, codes, etc. as they relate to trade(s) for which the individual is employed.
- Operate Board fleet vehicle and conduct daily vehicle inspections.
- Keep supervisor abreast of any concerns or issues.
- Perform other related duties as assigned.
- Occasionally guide and direct the work of General Maintenance Person, Maintenance Assistant/Labourer/Students (as assigned)

HEALTH AND SAFETY (SELF):

- Always practice safe work procedures
- Report unsafe conditions as soon as possible.
- Properly wear any protective equipment that the job requires.
- Mandatory completion of Ministry of Labour “Health and Safety Awareness in 4 Steps” training certificate

SPECIAL WORKING CONDITIONS:

- Frequent travel to locations in the Board’s jurisdiction
- 24/7 availability may be required.
- On-call or Overtime, as required.
- May include work at high elevations and in crawl spaces.