SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

# JOB DESCRIPTION

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| **JOB TITLE: General Trades Person (Carpenter)**<br>**DEPARTMENT: FACILITY SERVICES** | |
| **DATE APPROVED: SEPTEMBER 24, 2026** | **APPROVED BY: CHERYL ANN CORALLO,**<br>**EXECUTIVE SUPERINTENDENT OF BUSINESS AND FINANCE** |
| **DATE REVIEWED:** | **SIGNATURE:** |

Reporting Relationships
Position reports to: Maintenance Coordinator or designate.

Job Purpose
The General Trades Person (Carpenter) performs installation, maintenance, repair, modification and alteration of building systems to ensure that school board facilities are safe, functional and well maintained. Working within a unionized environment, this role is responsible for completing assignments in accordance with collective agreement provisions, board standards and applicable health and safety and regulatory requirements and codes.

## Essential Qualifications

Education/Certification:
Secondary School Diploma
Registered member in good standing with Skilled Trades Ontario as a General Carpenter (403A).
Must hold and maintain a valid driver's license.
Mandatory completion of Ministry of Labour "Health and Safety Awareness in 4 Steps" training certificate.

Required Knowledge:
The position requires advanced knowledge of the carpentry trade, including relevant techniques, practices, materials, and tools, as well as applicable standards, legislation, regulations, and the Ontario Building Code.

The incumbent must also have working knowledge of computer applications, including email, Internet, Windows operating systems, and facilities management systems; relevant SCDSB Administrative Procedures and Guidelines, Facility Services procedures, guidelines, and programs; the Occupational Health and Safety Act and related regulations.

The position requires safe, effective use of applicable hand and power tools and equipment.

Experience Required:
A minimum of three years of relevant experience in a commercial or institutional setting.

**Skills/Abilities**

Skills/Abilities:
Demonstrates strong problem-solving skills and practical judgment, including the ability to assess issues, determine appropriate repair strategies, support effective work planning and work independently with minimal supervision,

Communicates effectively and interacts with others tactfully, diplomatically, and professionally. Collaborates well with Facility Services and school staff, and communicates issues, recommendations, and updates clearly and respectfully.

Excels in organization and time management, with the ability to manage multiple work orders and prioritize tasks effectively while maintaining service quality.

Skilled in the safe use of a wide range of equipment, hand and power tools, and proficient in reading and interpreting drawings, blueprints, schematics, and specifications.

Capable of providing personal transportation, when necessary, to support the movement of materials, equipment, and labour between work sites.

Preferred Qualifications:
Preferred qualifications, training, and experience include familiarity with masonry repairs, door and window systems, door hardware and locksmith functions, millwork, flooring systems and interior and exterior finishes and repairs

Physical Requirements:
Regular lifting/carrying of furniture, tools, equipment and building materials etc. 25 lbs. (occasionally up to 75 lbs.)

Frequent standing, walking, crouching, kneeling, bending, climbing, crawling and ladder use

**Key Activities**

Duties and Responsibilities:
Adhere to all Board, provincial, and federal safety regulations and codes, including the Occupational Health and Safety requirements that apply to the work. Always Observe SCDSB APGS and Facility Services procedures and remain current with trade-specific regulations and applicable codes.

Deliver high-quality workmanship on all tasks, including installing, repairing, and maintaining equipment, tools, and building features in accordance with manufacturer guidelines, product specifications, best practices and applicable codes.

Utilize hand and power tools safely and effectively, and perform required physical labour such as loading, shoveling, digging, and clearing debris. Request, organize, and transport the tools, equipment, materials, and (as needed) personnel required to complete work efficiently.

Operate Board fleet vehicles as required and complete daily vehicle inspections. Update and manage work-related records using Board-issued technology devices and applicable facility management systems.

Work collaboratively with Facility Services and school staff, providing recommendations on repair strategies and work planning to the Maintenance Coordinator. Notify supervisors promptly of concerns, hazards, or potential issues, and perform other duties as assigned.

Health And Safety (Self):
Always practice safe work procedures, wear the personal protective equipment required for the job, and report on unsafe conditions as soon as possible.

Special Working Conditions:
Frequent travel to locations in the Board's jurisdiction
On-call or Overtime, as required
May include work at high elevations and in confined spaces
May include outside work