

**TITLE:** CARPENTER/LOCKSMITH  
**SECTION:** Maintenance  
**REPORTS TO:** Maintenance Supervisor

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**#050**

## **SUMMARY**

Under the direction of the Maintenance Supervisor or Designate, performs the installation, maintenance, repair and record keeping of locking/keying systems. In addition, performs carpentry work in the construction and maintenance of buildings, grounds and ancillary equipment.

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## **DUTIES**

1. Installs, alters, repairs, maintains and keeps records of all District locking/keying systems.
  2. Maintains, services and keeps records of all School District fire extinguishers.
  3. Constructs, installs, repairs and maintains buildings, furnishings, equipment and carpentry-related grounds projects.
  4. Performs all carpenter duties and works in related areas such as concrete, millwork, glass replacement, drywall and floor coverings.
  5. Designs projects, reads and interprets drawings and prepares cost estimates.
  6. Directs, assists and liaises with other employees, contractors, regulatory agencies and other trades, as required.
  7. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent.
- Successful completion of the B.C. Apprenticeship Program and a valid B.C. Trade Certification as a Carpenter.
- Minimum of two years related experience at the journeyman level.
- Locksmithing experience or a demonstrated ability to learn locksmithing techniques.
- Physical capability to perform the job duties.
- Ability to read and interpret drawings and specifications.
- Valid B.C. Class 5 Driver's License.
- Competent in the use and care of tools and equipment common to this trade.