

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: JOINER

QUALIFICATIONS:

1. Secondary school graduation required.
2. Holder of a valid Joinery certificate.
3. At least two year's previous experience in Joinery.
4. Demonstrated supervisory ability.
5. Up to date knowledge of regulations, codes and safety standards.
6. Must be able to work under very dusty and noisy conditions.
7. Ability to read blueprints and effectively lay out work.
8. Ability to get along well with other people.
9. Good health and sufficient strength to perform a variety of manual tasks.

RESPONSIBLE TO: Facilities Supervisor or his designate.

SUPERVISES: As required.

JOB GOAL: To perform skilled tasks under normal supervision in joinery requirements of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the construction, finishing and installation or alterations of cabinet, furniture and similar wood work that is tied directly to the Capital budget and may be required to alter or repair existing cabinetry within the District.
2. Instructs non-skilled workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes), stationery tools (table saw, planer, etc.), equipment (power saws, drills), hardware (nails, hinges, screws, glue), and materials (dressed lumber and plywood).
3. Recommends supplies and equipment for purchase and maintains the inventory of equipment, hardware, materials and supplies for cabinet shop.
4. Estimates joinery projects in terms of labour and material.
5. Keeps in mind the safety of others including school children.
6. Complies with applicable by-laws and regulations.

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7. Trains workers as required in joinery tasks.
8. Performs other duties as required.

TERMS OF EMPLOYMENT: This position is tied directly to the Capital program and will exist only as long as there is work or monies available.

EVALUATION

DATE: April 21, 2016

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	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2.	Experience	4	60	One year and over.
3.	Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5.	Physical Effort	4	24	Medium activity of long duration; OR Heavy activity of intermediate duration.
6.	Dexterity	4	24	Job requires tasks that demand coordination of coarse and fine movements, where speed is a major consideration; OR Coordination of fine movements, where speed is a moderate consideration.
7.	Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	2	20	Courtesy and tact required in explaining, exchanging data or information.
11.	Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
	TOTAL POINTS		377	

APPROVED

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On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____