



The wild's calling... dare to answer.

We're on the prowl for a skilled tradesperson to join our team:

Journeyperson: Carpenter/Millwright (Full-time) ***Community and Facility Services Department***

The Journeyperson Carpenter/Millwright ensures Elkford's facilities and equipment stand as strong as the mountains that frame our community. This is a hands-on position at the heart of a thriving wilderness community, one that calls for skill, sound judgment and the ability to balance competing priorities. You'll take on repairs, guide contractors, manage schedules and make sure every job is done right: safe, efficient and to spec. If pride in craftsmanship and a drive to keep things running smoothly define you, you're who we're looking for.

MINIMUM REQUIREMENTS INCLUDE (BUT ARE NOT LIMITED TO):

- Completion of Grade 12 or equivalent
- Red Seal Certification in either:
 - Carpentry (Interprovincial Red Seal)
 - Industrial Mechanic (Millwright) (Red Seal)
- Valid Class 5 BC driver's licence with a clean driver's abstract
- Additional safety certifications preferred (Fall Protection, Confined Space Entry, WHMIS, First Aid Level 1)
- TSBC Refrigeration Operator certificate

KEY JOB DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

- Perform skilled tasks in the construction, installation, maintenance, and repair of municipal buildings, infrastructure, and mechanical systems
- Troubleshoot and repair systems or structures using appropriate diagnostic tools
- Maintain accurate records of work performed, and preventive maintenance schedules
- Coordinate work with other departments and contractors
- Computer skills required; experience with work order systems and automation is an asset
- Other duties as required

Submit your cover letter and resume to:

**District of Elkford
Attn: Director of Corporate Services
P.O. Box 340
744 Fording Drive, Elkford, B.C., V0B 1H0
Email: careers@elkford.ca Fax: 250.865.4001**



EMPLOYEE POSITION DESCRIPTION

Position Name: Journeyperson Carpenter or Millwright	Department: Community and Facility Services	Date: July 2025
Classification: CUPE, Schedule A Tradesperson	Supervisor's Title: Director of Community and Facility Services	Date of Revision:

POSITION SUMMARY:

Under the general direction of the Director of Community and Facility Services, the Journeyperson Carpenter or Millwright's primary responsibility is to oversee and conduct, a wide range of skilled maintenance, repair, and construction work on municipal infrastructure, buildings, and equipment. This position supervises all building maintenance contractors is responsible for planning, scheduling, organizing, assigning, overseeing, and assisting in all work performed, while showcasing pride to the users. The incumbent provides input and assists in the development and execution of policies, procedures, and practices to improve the function and safety of the department's day-to-day duties. Must have the ability to work in a fast-paced, public facing environment, that will require managing multiple priorities. This position requires strong skills and the ability to exercise sound judgement and take initiative. The Journeyperson Carpenter or Millwright has a responsibility for their own safety and the safety of others.

The Journeyperson Millwright or Carpenter is an effective team member whose contributions assist in the achievement of the Department and organizational objectives.

NATURE, SCOPE AND SPECIFIC ACCOUNTABILITIES:

1. Perform skilled carpentry or millwright tasks in the construction, installation, maintenance, and repair of municipal buildings, infrastructure, and mechanical systems.
2. Construct or repair walls, floors, doors, roofs, cabinets, and custom furnishings in civic buildings and recreational facilities.
3. Install, align, and maintain pumps, motors, doors, and other mechanical assets (primarily for Millwright role).
4. Troubleshoot and repair mechanical systems or structures using appropriate diagnostic tools.
5. Interpret blueprints, construction drawings, equipment manuals, and schematic diagrams.
6. Ensure all work is compliant with the BC Building Code, WorkSafeBC regulations, and municipal safety policies.
7. Maintain accurate records of work performed, materials used, and preventive maintenance schedules.
8. Coordinate work with other departments and contractors.
9. Hires contractors as necessary in accordance with the purchasing policy and department budgets
10. Perform emergency repairs and participate in on-call or after-hours if required.
11. Ordering of materials and managing stock levels.



12. Computer skills required; experience with work order systems and automation technologies is an asset.
13. May supervise or provide guidance to other employees.
14. Provides input on modifications or improvements to policies, procedures and practices to improve the functions and safety of the department's operations; provides input to written work procedures for own area of responsibility as requested.
15. Assists the Director in the development, implementation and review of the building maintenance plan. Reviews tenders and other bid documents related to building maintenance.
16. Other duties as assigned.

TYPICAL QUALIFICATIONS

Education & Certifications:

- Completion of Grade 12 or equivalent.
- Red Seal Certification in either:
 - Carpentry (Interprovincial Red Seal)
 - or Industrial Mechanic (Millwright) (Red Seal)
- Valid Class 5 BC Driver's License with a clean driver's abstract.
- Additional safety certifications preferred (Fall Protection, Confined Space Entry, WHMIS, First Aid Level 1).
- TSBC Refrigeration Operator certificate.

Experience:

- Five years' related experience in the applicable trade.
- Experience working in a municipal or multi-trade environment is an asset.
- Knowledge, Skills, and Abilities:
 - Strong knowledge of applicable codes, standards, and safety practices in BC.
- Excellent diagnostic and problem-solving skills in both structural and mechanical contexts.
- Ability to read and interpret construction plans, mechanical schematics, and technical manuals.
- Physical stamina and ability to work in various environments including heights, confined spaces, or outdoors in inclement weather.
- Skilled in using a wide range of tools, equipment, and materials related to carpentry and/or millwright work safely and effectively.
- Ability to work independently with minimal supervision or as part of a multi-disciplinary team.

WORKING CONDITIONS:

- Work performed in indoor and outdoor environments.
- Exposure to dust, noise, vibration, and occasionally hazardous materials.
- May involve lifting heavy materials (up to 50 lbs), climbing, and working at heights.