**Title of Position:**  Trades & Tech – Carpentry Lab Assistant

**Division/Department:** School of Trades & Technology

**Job Duties**

* Assist Program Support Staff, Faculty and Technicians with daily maintenance of Carpentry lab space and equipment, i.e. organizing, inventory, etc.
* Monitor lab to maintain safety requirements (PPE, proper machine function, etc.)
* Assist with loading/unloading of supplies and materials
* Assist with classroom set-up and lab preparation
* Assist with general cleaning and maintenance duties (e.g. washing equipment, sweeping, cleaning workbenches, removing scrap, etc.)
* Assist with tours, program displays and open houses

**Qualifications**

* Semester 3 or 4 Carpentry Technician Program student in good academic standing
* Must have knowledge and ability to demonstrate safe working procedures
* Demonstrated ability to consistently adhere to policies and procedures as set out in various manuals i.e. safety information (WHIMIS), Codes, material and equipment specifications, etc.
* Must have excellent time management skills and customer service skills to deal effectively with staff and the public and function as a team player.
* Must have Mechanical/Electrical aptitude to use basic maintenance shop tools, including power tools and equipment
* Excellent written and oral English communication skills.
* Ability to utilize basic computer applications including word-processing, spreadsheets, internet and email
* Ability to lift (minimum 50 pounds), carry, hold, bend and stoop, as well as load and unload materials and equipment;
* Must provide own steel toed shoes/boots and eye protection (ear protection supplied)

**Additional Information ie special equipment or travel**