Kelsey School Division
322 Edwards Avenue, The Pas, MB R9A 1R4
Phone: (204) 623-6421 Fax: (204) 623-7704

Position **INTERNAL**	(1) Certified Carpenter / Painter
Location:	Kelsey School Division Garage
Start Date:	As soon as possible
Hours/Days/Months:	8 Hours/day, 5 days/week, 10 months/year
Term of Employment	Permanent
Salary:	As per C.U.P.E Agreement
Unionized/Non-Unionized:	Unionized
Application Deadline:	September 14, 2026 at 4:00 p.m.

The carpenter is responsible for assisting in the upkeep of the divisional buildings, grounds and equipment in order to provide safe, comfortable, attractive and effective facilities within the guidelines, regulations and policies of the Kelsey School Division. Duties and responsibilities include performing all work expected of a fully qualified Carpenter/Painter, which includes and is not limited to use and maintains tools and equipment, use building materials, installation of acoustic ceiling, doors and window repairs, replacing flooring, steel stud framing, drywalling, painting, crack filling, and participating in routine and preventative maintenance of divisional property, and work in cooperation with other tradespeople as part of a team etc

Education and Training:

- Grade 12 graduate
- Valid Red Seal Certificate in Carpentry
- Valid First Aid Certificate
- Valid Class 5F Driver's Licence

Experience and Skills:

- Five years' experience working in Carpentry/Painting/Gyprocing and Crack-filling
- General knowledge of municipal and provincial building codes
- Ability to give and follow both written and verbal instructions
- Good math, computer and communication skills
- Ability to problem-solve, prioritize and organize work
- Ability to complete all assigned work orders in a timely manner
- Ability to work independently and effectively in teams with minimal supervision
- Ability to respond to emergencies after hours when needed
- Knowledge of WHMIS preferred

Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check

Please submit applications to: Angie Quiring, Payroll & Benefits Administrator/Human Resources Email:hr.ksd@ksd.mb.ca
Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4