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| **Apprentice (School Based) Carpenter**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general. | |
| **Employee Name:** | **Date PD Issued:** |
| **Position: School Based Apprentice Carpenter** | |
| **Host Employer: BDH Constructions Warrnambool** | **Supervisor: Mick Hawkes / David Janes** |
| **Host Employer Address: 18 Cooper Street, Warrnambool VIC 3280** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith** | |
| **Duties of Position:**  Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential, commercial and Industrial buildings. | |
| **Tasks Involved:**   * Set out of buildings on the ground of the site, using string lines, hurdles and levels to allow for excavations and in ground services to be installed * Erect and frame floors and walls (timber and/or metal), roofs and ceilings, and lay timber floors * General framing * Read and understand plans and specifications to determine the materials required, dimensions and installation processes * Install metal and timber windows, and metal and timber doors & frames * Construct and erect prefabricated units. * Cut materials with hand and power tools and assemble or nail, cut and shape parts * Install various systems of insulation, Internal & External Claddings, and flashings * Install door furniture, fixtures, flooring, other finishing items and appliances * Complete building fit outs * Demolition * Use and maintain hand and power tools * Attend block release trade school at South West Tafe – Warrnambool * Work safely within the OH&S procedures creating a safe workplace for all | |
| **Work Conditions:**  Usually work regular business hours, although on some projects they may need to work longer hours, including weekends work on building sites, and in commercial or residential buildings may work in wet, muddy, dusty, or noisy conditions, and sometimes have to work in cramped spaces and at height. | |
| **Personal Requirements:**   * Enjoy practical work * Able to work with your hands * A sense of balance and ability to work at heights * Good at maths * Good health and eyesight * Able to work as an effective team member | |
| **Key Selection Criteria:**   * A genuine desire to work and succeed in the construction industry * Self-motivated and enthusiastic * Excellent work ethic * An ability to work as part of a team * Sound literacy and numeracy skills * The ability to problem solve | |
| **Qualifications and Licenses Required:**  Drivers licence an advantage (n/a for school-based apprentice) | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information**   * **Hours Per Week: 6.30am - 4.00pm with a 30 min lunch break (hours can vary)** * **Days per Week: One day per week as per school’s direction** * **Award / Agreement: Building and Construction General Onsite Award 2020 – Commercial – No Y12** * **Superannuation: 11.5% (when applicable)** * **Commencement Hourly Rate: As per award** * **Allowances: As per award** | |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** | |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: Date:

**HOST EMPLOYER:**

Host Employer Name: David Janes

Host Employer Signature: Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Anthony Smith

Westvic Staffing Solutions Representative Signature: Date: