

AEN 6.1.1 Position Description - Template

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| **Painter & Decorator (1st year, 2nd year or 3rd yr)**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name :** | **Date PD Issued: 23/04/2024** |
| **Position: Apprentice Painter** | |
| **Host Employer: Advanced Painting Ballarat** | **Supervisor: Ellis Smith** |
| **Host Employer Address: Delacombe** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler 0455 963159** | |
| **Duties of Position:** | |
| **Tasks Involved:**   * Work out the quantity of materials needed for the job by taking surface measurements or by looking at job specifications or drawings. * Erect scaffolding, cradles and ladders and place drop sheets to protect areas from dripping paint. * Remove old paint or paper using sanders, scrapers, blowtorches, liquid paint removers and steam strippers as appropriate. * Prepare surfaces by fixing woodwork, filling or sealing holes, cracks and joints, and washing them down to remove dust and grease. * Select and prepare paints to match colours by the addition of tints. * Brush, roll or spray paints, stains, varnishes and other finishes. * When wallpapering, set out the area according to the pattern match and starting point in the room, cut the paper to the appropriate length, apply paste to the back of each strip and hang the paper on the wall, smoothing out any wrinkles or bubbles * Spray paint surfaces using a spray gun or specialised equipment. * Apply decorative paint finishes such as stencils, colour glaze, graining, marbling and lettering. * Wash equipment and clean work areas. | |
| **Work Conditions:** Being an apprentice painter my involve working at heights. Be adaptable to work jobs around the impending weather conditions. | |
| **Personal Requirements:**   * drivers licence an advantage though not essential * attention to detail * desire to be a successful trades person * physically fit and healthy | |
| **Key Selection Criteria:**   * Interested in practical work * Able to work in a team environment * Able to work with hands * Technical aptitude in order to follow instructions * Able to work at heights and outdoors | |
| **Qualifications and Licenses Required:**   *  drivers licence an advantage though not essential | |
| **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 with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |

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| **Additional Information**   * **Hours Per Week: 38** * **Days per Week: Monday-Friday (possible Saturdays)** * **Award / Agreement: Building & Construction General Onsite Award 2010** * **Superannuation: 11%** * **Commencement Hourly Rate:** * **Allowances:** |
| **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:



Host Employer Signature: Date:

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: