

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: 18/04/2024

Position: Carpentry Apprenticeship

Host Employer: Otway Precast

Supervisor: Tim Reinen – Managing Director

Host Employer Address: 382 Princes Highway, Colac West Vic 3250

Westvic Staffing Solutions Apprentice/Trainee Consultant: Rochelle Garlick - 0409 605 678

Summary:

Otway Precast is a family owned and operated architectural precast concrete company specialising in feature precast works for the construction industry.

Duties and Responsibilities:

- Work with workshop Leading Hand and Production Manager to ascertain daily tasks for completion
- Carry out all tasks in an accurate and timely manner
- Knowledge of power tools/saws safe usage to complete carpentry tasks
- Work well with all workshop staff to complete team-based tasks effectively
- Ensure a clean and tidy workplace and complete housekeeping duties as required
- Setting out, laying, and fixing of side forms and or formworks
- Fit out of accessories as required by the shop drawings provided
- Steel fix duties as required by the shop drawing details provided as required
- Stripping and detailing of precast as required prior to storage as required
- Cleaning of formworks and precast beds as required to complete daily tasks given
- Safe forklift operation including all safety checks (18+)
- Checking of incoming orders and correct storage as required
- Compiling and delivering of product usage information as required by management
- Operation of Overhead Crane as required for light loads only (18+)
- Use of timesheets to accurately track project times and work hours
- Adhoc duties as required by Management / Leading Hand
- Abide by company policies at all times

Personal Attributes

- Ability to present in a neat and tidy manner with an upbeat personality
- Honest and motivated towards common company and team goals
- Able to conduct in a respectful manner always towards fellow team and clients
- Have a keen eye for detail and be able to maintain high standards for tasks undertaken
- Able to plan and schedule for time efficiency
- Ability with computer programs and technology
- Quick learner

Qualifications and Licenses Required:

- Drivers licence an advantage
- Construction Induction card
- Can assist in obtaining Forklift/Overhead Crane Course (18+)

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.

Additional Information

- **Hours Per Week:** 38 - overtime maybe required subject to workload
- **Days per Week:** Monday to Friday. Saturday's maybe required subject to workload
- **Award / Agreement:** Joinery & Building Trades Award
- **Superannuation:** 11%
- **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:

Host Employer Signature: _____ Date:

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: _____ Date: