

AEN 6.1.1 Position Description - Carpentry

Cert III Carpentry Apprenticeship 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 : TBA	Date PD Issued: September 2022
Position: Cert III Carpentry	
Host Employer: TBA	Supervisor: TBA
Host Employer Address: TBA	
Westvic Staffing Solutions Apprentice/Trainee Consultant: David Gamble / Murray Fielding	
Duties of Position: Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings, and large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects	
Tasks Involved: <ul style="list-style-type: none"> • Construct formwork into which concrete is poured • Set out an outline of the building on the ground of the site, using string and pegs to allow for excavations • Erect floors and wall frameworks (timber or metal), roofs and suspended ceilings and lay timber floors • General framing • Read plans and specifications to determine the materials required, dimensions and installation processes • Install metal and timber windows and sashes and metal and timber doors • Construct and erect prefabricated units, such as cottages and houses • Cut materials with hand and power tools and assemble or nail, cut and shape parts • Install door handles, locks, hardware, flooring underlay, insulating material and other fixtures • Maintain and sharpen tools • Demolition • Assembly of cabinets 	
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: <ul style="list-style-type: none"> • 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 	

<p>Key Selection Criteria: Completed a Cert II in Carpentry preferable</p>
<p>Qualifications and Licenses Required:</p> <ul style="list-style-type: none"> • A current Victorian drivers licence (or in process of obtaining preferably manual) • White Card (or in process of obtaining) • Possible Police & Working with Children's check
<p>Workplace Health and Safety:</p> <ul style="list-style-type: none"> • 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.
<p>Additional Information</p> <ul style="list-style-type: none"> • Hours Per Week : tba • Days per Week: (e.g. Mon-Fri): Possible weekend work • Award / Agreement: Building and Construction General On-Site 1 July 2020 • Superannuation: 10.5% • Commencement Hourly Rate: tba • Allowances: tba
<p>Copy to : <input type="checkbox"/> Employee <input type="checkbox"/> Host Employer <input type="checkbox"/> Main File</p>

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 ____/____/____