

## GTO 6.1.1 Position Description - Template

<b>Position Description – Apprentice Glazier</b>	
<p><b>Purpose</b></p> <p>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.</p> <p>The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.</p>	
<b>Employee Name : TBA</b>	<b>Date PD Issued: 17/01/2023</b>
<b>Position: Apprentice Glazier</b>	
<b>Host Employer: Williams Glass &amp; Doors</b>	<b>Supervisor: Josh Williams</b>
<b>Host Employer Address: 23 Albert Street, Warrnambool 3280</b>	
<b>Westvic Staffing Solutions Field Officer: Kyla Bryce 0460 307 724</b>	
<p><b>Duties of Position:</b> Cut, shape and install glass used in windows, including shopfronts, doors, walls, mirrors, display cabinets and furniture</p>	
<p><b>Tasks Involved:</b></p> <p>The Apprentice may perform any or all of the following tasks:</p> <ul style="list-style-type: none"> <li>• interpret drawings and plans or measure the space to work out the amount of glass required lay sheets of glass onto glass cutting tables and score (mark) the surface of the glass using a variety of glasscutters</li> <li>• remove excess glass with notched tools or glass pliers</li> <li>• cut, drill and notch holes in glass with diamond-tipped cutters and drills</li> <li>• remove broken glass and mirrors and prepare surfaces for re-glazing</li> <li>• smooth and polish edges on a grinding or beveling wheel</li> <li>• fit the glass using putty, chemical compounds or rubber strips into timber, steel and aluminum frames</li> <li>• assemble and secure parts of pre-made glass units, such as shop fittings, display cases and shower enclosures</li> <li>• install metal window and door frames into which glass panels are fitted, such as for shower screens and sliding doors</li> <li>• fabricate aluminum for domestic and commercial applications, and fit and install on site</li> <li>• inscribe decorative edges on glass and mirrors.</li> </ul>	

**Personal Requirements:**

- A genuine interest in succeeding
- Trustworthy
- Able to work in a team environment
- Punctual
- Show initiative
- Have outstanding communication skills and be career minded

**Key Selection Criteria: N/A****Qualifications and Licenses Required:**

- **Driver's License (preferable)**

**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 (O/T when required)**
- **Award / Agreement: Joinery and Building Trades Award 2010**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBA**

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: \_\_\_\_\_