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| **Roof Plumbing**  **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.  The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s. | |
| **Employee Name: TBA** | **Date PD Issued: 12/09/2023** |
| **Position: Apprentice Roof Plumber completing a Cert III in Plumbing** | |
| **Host Employer: On Point Roofing** | **Supervisor: Liam Smart** |
| **Host Employer Address: 58 Rodger Place, Bushfield 3281** | |
| **Westvic Staffing Solutions Field Officer: Kyla Bryce 0460 307 724** | |
| **Duties of Position:**  A Plumber / Roofer is responsible for   * Installing metal sheeting, polycarbonate and fibreglass sheets and waterproof membranes * Install roof mesh, insulation, gutters, and downpipes * Flashing roof penetrations * Installing roof safety systems and walkways * Connecting roof discharge to rainwater collection systems * Install rainwater tanks * Install rainwater detention devices * Terminate rainwater drainage to street kerb or authorities’ storm water drainage network. | |
| Tasks involved:  * Prepare and/or study plans and specifications to work out the layout of plumbing systems and materials needed * Assess risks * Erect scaffolding and use elevated work platforms * Correctly space and fasten battens or top hat across the roof rafters/purlins on which the roof sheeting will be fixed to. * Install safety mesh, insulation, roof sheeting, design, fabricate and install flashings. * Test work as required by local authorities * Install equipment pumps, water tanks. * Maintain and repair roofing and roof plumbing systems * Clear to roof of debris when the job is finished * Interpret drawings and specifications * Measure and mark reference points for location of equipment * Test piping systems for gas appliances * Install piping systems for combustible gases * Install gas appliances and ancillary equipment * Install appliance flues * Install gas pressure regulating devices and gas detection systems * Provide consumer information about the operation and maintenance of appliances * Install roofing sheets * Undertake maintenance of gas appliances * Maintain pipes, appliances, flues and ancillary equipment associated with the use of fuel gas. | |
| **Work Conditions:**  Maintain pipes, appliances, flues and ancillary equipment associated with the use of fuel gas | |
| **Personal Requirements:**   * Able to plan your time and work under pressure * Good communication skills * Punctuality * Able to work well in a team | |
| **Qualifications and License’s Required:**  Driver’s licence and construction induction card or ability to obtain | |
| **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: 40 with RDO** * **Days per Week: Monday - Friday** * **Award / Agreement: Plumbing and Fire Sprinklers award 2020** * **Superannuation: 11%** * **Hourly Rate: TBA** | |

**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: / / 2023

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: : / / 2023

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: : / / 2023