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| **Apprentice Roof Plumber**  **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: TBC** | **Date PD Issued: 31/03/2025** |
| **Position: Apprentice Roof Plumber** | |
| **Host Employer: On Point Roofing** | **Supervisor: Liam Smart** |
| **Host Employer Address: Warrnambool** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes** | |
| **Duties of Position:**  A Plumber / Roofer is responsible for installing meta sheeting, polycarbonate and fibreglass sheets and waterproof membranes. Install roof mesh, insulation, gutters and downpipes.  Flashing roof penetrations and connecting roof discharge to rainwater collection systems. | |
| 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 * Maintain and repair roofing and roof plumbing systems * Clear the roof of debris when the job is finished * Install rainwater tanks * Interpret drawings and specifications * Measure and mark reference points for location of equipment | |
| **Work Conditions:**  Working outdoors and at heights. | |
| **Personal Requirements:**   * Able to plan your time and work under pressure * Good communication skills * Punctuality * Able to work well in a team | |

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| **Qualifications and Licenses Required:**  Current Construction Induction Card (or willing to obtain).  Current Drivers Licence (preferred). |
| **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: 38** * **Days per Week: Monday to Friday** * **Award / Agreement: Plumbing and Fire Sprinklers Award 2020** * **Superannuation: 11.5%** * **Commencement Hourly: 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