

Apprentice 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:
Position: Apprentice Carpenter
Host Employer: RHS Builder
Supervisor: Aaron Henderson
Host Employer Address: 205 Chatswood Road, Derrinallum 3325
Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler
Duties of Position:

Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings.

Key Responsibilities

- **Assist with Carpentry Task:** Work under the supervision of experienced carpenter to perform basic carpentry tasks, including measuring, cutting and shaping materials such as wood and plastic
- **Learn and Apply Skills:** Gain hands on experience by participating in various projects, including constructing framework, installing fixtures, completing fit offs and repairing structures
- **Maintain Work Environment:** Ensure a clean and safe work environment by organising materials and tools, and adhering to safety protocols.
- **Training and Development:** Attend training sessions and complete required coursework to progress through the apprenticeship, ultimately aiming to achieve a Certificate III in Carpentry

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 heights.

Personal Requirements:

- 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

Required Skills and Qualifications

Basic Knowledge of Carpentry: Familiarity with carpentry techniques and tools is beneficial. Cert II in Building and Construction an advantage. Genuine interest and capacity to complete an apprenticeship in Carpentry.

Physical Fitness: The role is physical demanding, requiring the ability to lift heavy materials and work in various work conditions

Communication Skills: Ability to communicate effectively with team members, other trades and supervisor

Qualifications and Licenses Required:

Drivers licence an advantage

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**
- **Days per Week: Mon - Fri**
- **Award / Agreement: Building and Construction On Site Award**
- **Superannuation: 12%**
- **Commencement Hourly Rate:**
- **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 Name:

Westvic Staffing Solutions Signature:

Date: