



POSITION DESCRIPTION

Position Title	Apprentice Carpenter - Joiner (Heritage)
Position Incumbent	New position
Position Number	
Business Unit	Heritage Building Solutions
Location	Oatlands / Southern Midlands Area
Date	November 2017

CLASSIFICATION

Award

Stream / Level (subject to skills & knowledge by negotiation)

POSITION OBJECTIVES

To make a productive contribution to the Heritage Building Solutions work team by developing carpenter-joiner knowledge and skills and applying them to heritage building maintenance and construction

Work with other skilled heritage trades people on specialised projects.

This position provides a unique opportunity for those with a passion and the aptitude for such work to commence a challenging and rewarding career that allows them to work on significant projects and to develop highly valued skills.

KEY RESPONSIBILITIES

The role is a skilled trade, associated with manual labour, lifting, working at heights and the use of a combination of hand and power tools in both an open air, internal and workshop environment. Responsibilities reflect this and include:

- Attend and pass all block training in line with training plan;
- Work cooperatively and diligently as part of a team;
- Demonstrate appreciating knowledge and skills in the trade of carpenter-joiner especially in relation to heritage works in particular construction, maintenance, restoration and related tasks;

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HERITAGE BUILDING SOLUTIONS

- Meet employer and customer commitments to timeliness
- Work safely and ensure others on the work site are not exposed to risk.;
- Maintain & undertake minor servicing of designated machinery / plant;
- Other duties as directed.

ORGANISATIONAL RELATIONSHIPS

Report to:	Project Supervisor and Relevant Tradesperson
Supervises:	Nil.
Internal Liaisons:	All Heritage Building Solutions team.
External Liaisons:	Trades sub contractor, Heritage Trades people and General Public.

JUDGEMENT & DECISION MAKING

- Follow directions from supervising trades person or leading hand;
- Demonstrate a responsible attitude in relation to safe work practices, time keeping, work organisation and quality control in providing an efficient and effective customer service;
- Ability to identify problems and issues associated with work related activities with the potential to rectify them accordingly or if in doubt, refer to supervisor.

SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

Ability to develop capacity and rapidly progress to

- Knowledge and skills associated with the trade of carpenter-joiner
- Commitment to and working knowledge of workplace occupational health and safety, environment and risk management, legislation and best practice standards;
- Demonstrated ability in the safe and efficient operation of plant / equipment and hand tools appropriate to the position;
- Good problem solving skills including effective use of initiative;
- High standard of health and physical fitness including strength and physical agility;
- Sound literacy, numeracy and communications skills;

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- Good job management skills including the ability to plan tasks, gather resources, undertake tasks, meet deadlines and achieve performance objectives with minimum supervision;
- Ability to be flexible, responsive and to work in an environment of change; and
- Demonstrated commitment to ongoing workplace learning.

INTERPERSONAL SKILLS

- Ability to communicate effectively with team members and the general public.

QUALIFICATIONS & EXPERIENCE

Essential

- Current Driver's Licence
- Ability to achieve certification/accreditation in the trade of carpenter-joiner with a significant focus on heritage construction/maintenance
- Pass Literacy and Numeracy Assessment
- Vocational Aptitude Assessment
 - Pass (70% at least) Applied Calculations
 - Pass (70% at least) Mechanical Aptitude
 - Pass (70%) at least) Logic & Problem Solving
 - Pass (70%) at least) Vocabulary & Comprehension

Desirable

- Previous experience in the building & construction industry.
- Computer skills

PERFORMANCE STANDARDS

- Satisfactory progression with both on-the-job as well as off-the-job training
- Satisfactory progression in the development of carpenter-joiner skills
- Perform systematic job analysis risk assessment before undertaking any task, then demonstrate a proactive approach in safe working practices related to all work tasks and functions;

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- All tasks performed are in accordance with the organisation's Occupational Health & Safety Policy and approved work practices, including the appropriate signage of works;
- Adhere to the employees 'duty of care' provisions as contained in the Tasmanian WorkSafe Act, and wear or use the appropriate safety equipment supplied by the organisation at all times;
- Plant and equipment is operated at all times in a safe and competent manner;
- Ensure all items of plant and equipment that are required for the carrying out of the duties are well maintained and in a serviceable condition, with any defects being noted and reported to an appropriate person;
- All work undertaken is of a high standard in compliance with Australian Standards, established practices, performance measures, plans, specifications and policies;
- Demonstrate good problem solving skills including using own initiative, with the ability to accept and carry out instructions;
- Comply with all organisational policies and procedures;
- Provide support to the other members of the business unit;
- Maintain a cooperative and effective relationship with other members of the business unit and other members of the workforce;
- Establish and maintain a good rapport with members of the public;
- Represent the organisation in a professional and courteous manner at all times; and
- Participation in the organisation's Development & Performance Review process.

JOB ENVIRONMENT

Hours of employment	In accordance with the Award
Leave entitlements	In accordance with the Award.

WORKING ENVIRONMENT

Occupational Health and Safety

Heritage Building Solutions is committed to high standards of performance in respect to occupational health and safety. All employees are required to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal

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development and training and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or Heritage Building Solution's vehicles.

Code of Conduct

Refer to the organisation's Policy Manual

Risk Management Policy and Procedures

Refer to organisation's Policy Manual

POSITION DESCRIPTION APPROVAL

Approved by: Executive Director

Date Approved: September 2012

Reviewed: