

# Centre for Heritage at Oatlands



## HERITAGE BUILDING SOLUTIONS

|                           |   |
|---------------------------|---|
| <b>Position Title</b>     | <b>Building Tradesperson – Roofing<br/>and Plumbing</b> |
| <b>Position Incumbent</b> |   |
| <b>Position Number</b>    |   |
| <b>Business Unit</b>      | Heritage Building Solutions                             |
| <b>Date</b>               | November 2017   |

### INTRODUCTION

The Centre for Heritage at Oatlands is committed to the restoration and conservation of heritage buildings and sites for valued re-use. Central to this is our capacity to provide conservation and restoration solutions for property owners while ensuring traditional skills are applied and further developed.

Each project combines high quality workmanship, a solution that works for the owner, consistency with heritage conservation and restoration principles and a viable result for our business.

Where appropriate projects will be used as a resource in our wider research, education and training role.

Our workshop and joinery expertise is used to fabricate architectural fittings for our projects and to offer products and joinery services to other property owners.

Ours is a skills based business where we work with our clients to achieve a solution that enables a heritage building and/or site to meet a contemporary use and sustainability standards.

### CLASSIFICATION

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|--------------------------|--|
| <b>Engagement Status</b> | Full time, contract – post<br>probation period |
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### POSITION OBJECTIVES

To work as part of the team to ensure successful project outcomes and the strong reputation of the Centre for Heritage.



## KEY RESPONSIBILITIES

- Plan and coordinate work project (s) to ensure high levels of construction efficiency and customer service;
- Ensure work meet regulatory, heritage quality, OH&S and customer service standards;
- Participate in the preparation of project plans and estimates, control of job costs;
- Ensure project documentation is completed and up to date;
- Collaborate with professionals, sub-contractors and suppliers to ensure projects run smoothly and deliver to client expectations;
- Support other employees, trainees and contractors to efficiently achieve high quality output;
- Provide on the job support to apprentices.
- Apply high quality trade skills to conservation, restoration and building projects.
- Ensure clients and site visitors are aware of any risks or hazards associated with their activity; and

## ORGANISATIONAL RELATIONSHIPS

**Report to:** First level - Operations Coordinator – Centre for Heritage at Oatlands

**Supervises:** Apprentices, sub-contractors

**External Liaisons:** Current and potential clients, sub-contractors, professionals, industry associations and suppliers

## JUDGEMENT & DECISION MAKING

Self-managing level of technical, risk management and business judgment and decision making to ensure projects are compliant and viable.

## SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

- Formal trade qualifications with demonstrated professional level of building trade skills with particular emphasis on heritage building conservation and restoration;
- Licensed Plumber with experience in heritage roofing, flashing and plumbing techniques, methods and materials.
- Good knowledge of the guiding heritage principles, practice and regulation;
- On the job training and support to apprentices and trainees;



- Comprehensive knowledge of OH&S, risk management principles (and associated certificates), regulation and associated best trades methods and practice;
- Project planning, estimating, self-management and identifying associated scheduling of staff, professionals, and sub-contractors;
- Standard building project management and documentation
- A current motor vehicle license is essential.

### INTERPERSONAL SKILLS

- Ability to engage with and communicate effectively within the workplace and business environment

### PERFORMANCE STANDARDS

- All tasks performed are in accordance with the Centre's Occupational Health & Safety Policy and approved work practices;
- Adhere to the 'duty of care' provisions as contained in the Tasmanian Workplace Health and Safety Act, and wear or use the appropriate safety equipment supplied by the Centre at all times;
- All building works are provided in a manner that ensures compliance with customers needs, heritage conservation and restoration regulation, principles and practice;
- Clients are highly satisfied with their Centre for Heritage experience;
- Demonstrated capacity to work in the Centre's team environment;
- Ability to implement projects in a financially viable manner;
- Represent the Centre in a professional and courteous manner at all times; and
- Actively participate in training opportunities that may be provided.

### JOB ENVIRONMENT

**Hours of participation** 37.5 hours per week

#### **The Centre will support you**

- To receive a position description that defines the role;
- To receive initial and ongoing training;
- To feel free to consult the Manager regarding suggestions or complaints;.
- To have a safe place of work, free from any form of harassment;.
- To be kept informed of new developments;



- To know to whom you are accountable and to have clearly defined channels of communication;
- To be treated as a recognised member of the Centre's team.

## **WORKING ENVIRONMENT**

### **Occupational Health and Safety**

The Centre is committed to high standards of performance in respect to occupational health and safety. All staff and contractors are expected to participate in maintaining safe working conditions and practices and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or Centre vehicles.

### **Business Focus**

The Centre for Heritage – Heritage Building Solutions is a commercial business, all decisions and actions must contribute to the viability and sustainability of the business within the market, compliance and delivery context outlined above.

## **COORDINATOR POSITION DESCRIPTION AGREEMENT**

Secretary Heritage Building Solutions:

Date Agreed:

Building Tradesperson