



Position Description

Apprentice

Reporting to: Site Manager and/or Director

Last Updated: August 2022

How We Work

Our process is simple, direct and focussed on ensuring our clients are involved every step of the way.

We consider each project as the client's project – not ours, and this reflects in our commitment to pro-active engagement and communications with our clients.

Our clients are trusting us to do it right, the first time, and that's our promise to them.

As such, when we engage new team members, in addition to their proven experience and skills to do the job, what's important to us is:

- Individuals with a drive and commitment to always give their best
- Effective communicators
- Positive and engaging individuals
- Solid performers who are not reluctant to share their knowledge and mentor others

Purpose of the Position

The Apprentice **will build, erect, install, and repair forms, structures, and other fixtures made from wood and other materials** as needed to assist with various types of construction projects.



Duties and Responsibilities

- Follow established Health & Safety requirements and building regulations and maintain a safe and clean environment.

The ability to learn the following skills including, but not limited, to:

- Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
- Verify trueness of structure, using level, string line, dumpy level, laser level and /or plumb bob.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level (below 4 metres).
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools, power tools and the like.
- Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Finish surfaces of woodwork or wallboard in houses and buildings, using paint, hand tools, and panelling.
- Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Construct formwork, falsework and chutes for pouring concrete.
- Perform concrete mixing and placing work.
- Apply shock-absorbing, sound-deadening, and decorative panelling to ceilings and walls.

Key Performance Indicators

- Complete tasks effectively and accurately within agreed timeframes, either individually or as part of a team.
- Respond to all reasonable requests for assistance and advice from supervisors, staff, contractors, suppliers, subcontractors and other stakeholders in a courteous and helpful manner.
- Complete written documentation to a high level of accuracy.

Person Specification

- Be prepared for responsibility and decision-making.
- Be willing and able to learn and eager to take direction.
- Level 1 NCEA English and Maths preferred.
- Any further qualifications and work experience in the same or other industry is a plus.



Personal Attributes

- Great problem solving skills.
- Be prepared for responsibility and decision-making.
- Be willing and able to learn and eager to take direction.

Physical Requirements/Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Not afraid of heights
- Be reasonably agile.

Acknowledgement for Receipt of Job Description:

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Martin Bamford – DIRECTOR

Date