
JOB TITLE	Apprentice Builder
DATE	March 2022
REPORTS TO	Blake Harding

POSITION DESCRIPTION

Position purpose Perform tasks required of an Apprentice Builder at construction projects and sites.

Main tasks Core objectives include:

- Use building tools and equipment, as well as handling building materials
- Performs incidental work of a trades or non-trades nature to facilitate the completion of the whole task.
- As appropriate to training level, able to inspect products and/or materials for conformity with established operational standards.
- Performs work under supervision either individually or in a team environment.
- Apply workplace health and safety requirements, policies and procedures in the construction industry
- Erect and dismantle formwork for footings and slabs on ground
- Carry out general demolition of minor building structures
- Install flooring systems, construct wall frames, construct ceiling frames, erect roof trusses
- Construct pitched roofs, eaves and advanced roofs
- Install and replace windows and doors
- Refurbish timber sashes to window frames
- Install various wall cladding systems
- Construct, erect and dismantle formwork for stairs and ramps
- Erect and dismantle formwork to suspended slabs, columns, beams and walls
- Install linings, finishing trim, interior joinery and hardware
- Install various interior fixtures and fittings

Other Duties

- Fulfill other duties as required by management and other department personnel as requested.

Required qualities

- Professional approach
- Accurate, efficient and organised
- Safety Conscious
- Able to work well in a team and good at communicating
- Able to follow instructions
- Able to work under pressure
- Able to work in all weathers
- Able to work at height and in confined spaces
- Able to do physical labour and other strenuous physical tasks

Desired competencies

- Analytical thinking
- Initiative
- Tenacity
- Positive approach to change

PERSON SPECIFICATIONS

Qualifications

- Studying towards an Apprenticeship in Building and Construction or ready to sign up for an Apprenticeship in Building and Construction or completed a New Zealand Certificate in Construction Trade Skills (Level 3) - Carpentry

Experience

- Experience working on a construction site is preferable but not required.

Skills and competencies

- **Customer service focused:** committed to providing exceptional customer service face to face.
- **Communication:** the ability to communicate clearly and concisely.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.

Personal attributes

- Reliable and trustworthy
- Hardworking
- Enthusiasm to learn
- Well presented

Requirements:

- Own set of hand tools
- Ability to get to work sites in the Bream Bay area.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be in an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I acknowledge that I have read, understood and accepted the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....

Employee

.....

Date

SIGNED BY MANAGEMENT

.....

Manager

.....

Date