

## Job Description

# Apprentice Carpenter / Kaihanga Kaitoi



You Report to: Designated Site Manager and / or Carpenter

## Primary Aim / Kaupapa Matua

To carry out construction services exceeding defined minimum standards on assigned projects in a professional and efficient manner.

## Responsibilities / Kawenga

- To ensure your services are delivered on your assigned project to the highest standard
- To always adhere to accepted Form systems
- To always strive to exceed your Site Manager's expectations
- To be self-responsible at all times and actively seek personal development
- Maintain open communication with Site Manager & Construction Team for all site based matters
- Comply with Health & Safety Standards to keep yourself and your work colleagues safe at all times
- To ensure Form's tools and equipment are well maintained and are in a safe working condition
- Ensure you develop a full Tool kit that is well maintained and in safe working condition
- Attend all apprenticeship scheduled courses and events
- Modules are being completed as required
- Be punctual and reliable at all times
- Be open to personal change and always looking for ways to improve
- Wear Form uniform - that is kept clean and tidy

## Tasks / Mahi

- Carry out assigned tasks to the highest standard and in a craftsman like manner at all times.
- Plan ahead at all times
- Ensure all delivered materials to site is checked and stored correctly
- Attend Tool Box meetings, fully participate and be on time
- Ensure all equipment is secured and in its proper place each day, report dangerous and damaged tools or equipment promptly
- Go about your tasks in a safe manner, cooperate and participate in keeping the team's workplace safe for all
- Always be willing to pass on your knowledge and skills to others.
- Foster and maintain a strong, positive and professional company culture

## Skills and Characteristics / Ngā Tohu me ngā Pūāhuatanga

- Committed to the delivery of products and services on each project
- Ability to build and manage relationships at all levels
- Exercises initiative and able to pre-empt project needs
- Good communication skills; speaks clearly and can listen well
- Acts professionally, honest and trustworthy, reliable, treats people with respect
- Team player
- Maintains confidentiality