

## Position Description

|                                       |   |
|---------------------------------------|---|
| <b>Title:</b>                         | Carpenter   |
| <b>Reports to:</b>                    | Site Foreman or Site Manager  |
| <b>Responsible for:</b>               | To undertake construction type duties as required to a high quality<br>To undertake construction duties in a range of diverse settings to produce products that meet the specifications of the project and exceed customer expectations |
| <b>Functional Relationships with:</b> | Apprentices<br>Hammer Hands<br>Labourers<br>Sub-contractors   |
| <b>Direct Reports</b>                 | Nil   |

## Job Specifications and Expectations:

| Key Tasks                   | Expected Results   |
|-----------------------------|--|
| <b>General Duties:</b>      | <ul style="list-style-type: none"> <li>Construct, erect, install, renovate and repair structures as required</li> <li>Read drawings and specification</li> <li>Assist in the order and the selection of materials</li> <li>Assist Site Foreman \ Manager in daily planning of on-site activities</li> <li>Assist Site Foreman \ Manager with supervision of sub-contractors</li> <li>Continuous check the accuracy off work</li> <li>Ensure that the site is kept tidy and organised at all times</li> <li>Mentor and train Apprentices</li> <li>Keep up to date with new construction techniques and material installations</li> <li>Role model a professional standard of dress and appearance at all times</li> </ul> |
| <b>Tools and Equipment:</b> | <ul style="list-style-type: none"> <li>Display good tool care and maintenance practices</li> <li>Display good care and maintenance practices of all LBL construction equipment</li> <li>All tools test and tagged correctly</li> <li>Keep all tools and equipment clean and tidy</li> <li>Ensure the upkeep of (complete) personal tool kit</li> <li>Operate construction equipment, tools and vehicles safely</li> </ul>  |
| <b>Health and Safety:</b>   | <ul style="list-style-type: none"> <li>Actively champion, promote and ensure compliance with health and safety legislation and best practice within Livingstone's policies and procedures.</li> <li>Actively contribute and support improvements to health and safety in all areas of the business.</li> <li>Commitment to and support of Enviromark goals.</li> </ul>   |

## Person Specifications:

|                               |   |
|-------------------------------|---|
| <b>Qualifications</b>         | <ul style="list-style-type: none"><li>• National Certificate in Carpentry</li><li>• Full NZ Driving Licence</li></ul>   |
| <b>Experience</b>             | <ul style="list-style-type: none"><li>• Previous experience as a Carpenter</li><li>• Experience working in the commercial and/or residential construction sector</li></ul>  |
| <b>Knowledge &amp; Skills</b> | <ul style="list-style-type: none"><li>• Follow and enforce safety measures</li><li>• Manage full gear and tool kit</li><li>• Apply quality standards</li><li>• Supervise other carpenters and apprentices</li></ul> |

## The Livingstone Way:

|   |   |
|---|---|
| <b>I am part of a team who is Building Excellence</b> | <ul style="list-style-type: none"><li>• Actively contributes to a positive team culture which is aiming to achieve the best in everything we do</li></ul> |
| <b>I do what I say I am going to do</b>               | <ul style="list-style-type: none"><li>• Accountable for own actions and delivers on what they say they will do</li></ul>                                  |
| <b>I always improve – better never stops</b>          | <ul style="list-style-type: none"><li>• Consistently looks for opportunities to improve themselves and the way we do business</li></ul>                   |
| <b>I am up for taking it on</b>                       | <ul style="list-style-type: none"><li>• Constantly, tries new things with a positive attitude</li></ul>   |

## Changes to position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed: 16<sup>th</sup> June 2020

## Signatures:

|                      |              |
|----------------------|--------------|
| <b>Managers Name</b> |              |
| <b>Signature</b>     | <b>Date:</b> |

|                       |              |
|-----------------------|--------------|
| <b>Employees Name</b> |              |
| <b>Signature</b>      | <b>Date:</b> |