



Stringer Roofing
Junior Tradesman – Position Description
Date: 12 March 2019
Authorised by Jaimen Stringer

Position Description

Position	Junior Tradesman
Employment Terms	Full time (38h per week)
Direct Manager	Owner/Operator

Position Overview:

The purpose of this role is to provide support to the Owner/Operator and Leading Hand in executing the day-to-day operations of Stringer Roofing.

Key Stakeholders / Working Relationships

- This position reports to the Owner/Manager
- This position works closely with the Leading Hand and Intro Apprentice

Special Conditions

- Some out of hours work is required. Overtime will be paid as per the agreed hourly rate or time in lieu will be granted.
- A rostered day off will be accrued for every 160 hours (4 weeks) worked.
- Some regional work is required, travel and accommodation expenses will be covered by Stringer Roofing.

Main Duties / Key Responsibilities

The Junior Tradesman assists the Leading Hand and Owner/Operator to execute the day-to-day operations of Stringer Roofing.

Responsibilities include but are not limited to the following:

	Quadrant
<ul style="list-style-type: none"> • Assist the Leading Hand to execute onsite works, following the set job plan and take off lists including; <ul style="list-style-type: none"> ○ Identify and manage new and offcut sheets ○ Identify, measure and draw up required flashings ○ Manage materials and equipment onsite to ensure the continuity of the job ○ Quality control during and at the end of the job to ensure our work is functional as well as aesthetically pleasing ○ Maintain cleanliness and organisation of work vehicle including care of tools, equipment and stock. ○ Execute day completion process; ensure all rubbish and scrap is removed or tidy, equipment is secure and no tools are left on site 	3/4



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<ul style="list-style-type: none"> ○ Assist with execution of job completion process; inspection of all components of the roof to ensure quality completion and aesthetic standard, and execute job site clean-up and pack up. 	
<ul style="list-style-type: none"> ● Support the Leading Hand by; <ul style="list-style-type: none"> ○ Prepare gutters including stop ends, pops, mitres of all profiles ○ Cut and tack ridge caps on roof ○ Scribe, screw off and finish ridge capping ○ Prepare and install barge capping, apron flashings and parapet wall cappings and all other flashings 	
<ul style="list-style-type: none"> ● With support from Intro Apprentice; <ul style="list-style-type: none"> ○ Identify and prepare tools and equipment (ie ladders, trestles, planks) ○ Collect and dispose of rubbish and scrap material throughout the day 	
<ul style="list-style-type: none"> ● Assist with problem-solving for efficient resolution and provide suggested solutions to Leading Hand when required 	2/3
<ul style="list-style-type: none"> ● Raise changes to specified works and report to Leading Hand 	2
<ul style="list-style-type: none"> ● Illustrate working ability and improving level of confidence to walk and work on roof frames and common roof pitches 	3
<ul style="list-style-type: none"> ● Provide communication regarding jobs completed independently to Owner/Manager 	2/3
<ul style="list-style-type: none"> ● Assist with leak detection jobs 	2/3
<ul style="list-style-type: none"> ● Other tasks as requested by the Owner/Operator and/or Leading Hand 	2/3

Essential Qualifications / Experience

- Completion of Certificate III in Roof Plumbing

Optional Qualifications/ Experience

- Valid White Card
- Elevated Work Platform/Boom Lift Licence

Personal Attributes / Abilities

- Good critical thinking and problem solving skills
- Organised, motivated and takes pride in work with attention to detail and precision when required
- Good interpersonal skills
- Demonstrated desire to learn how to execute material plans and layouts



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- Ability to work unsupervised, co-ordinate and prioritise own work to effectively to meet deadlines
- Ability to learn new skills and techniques quickly
- Positively contribute to the culture of our team.

Key Behavioural Qualities

Our core values are embedded in everything we do at Stringer Roofing. All employees are expected to behave in accordance with the core values and behaviours below.

Pride: Be proud of what we do and the high quality we deliver for our clients

Professionalism: Act honestly and professionally in all that we do, including organised, tidy and clean presentation of ourselves, our work sites and equipment. Converse with and around our clients in a polite and friendly manner.

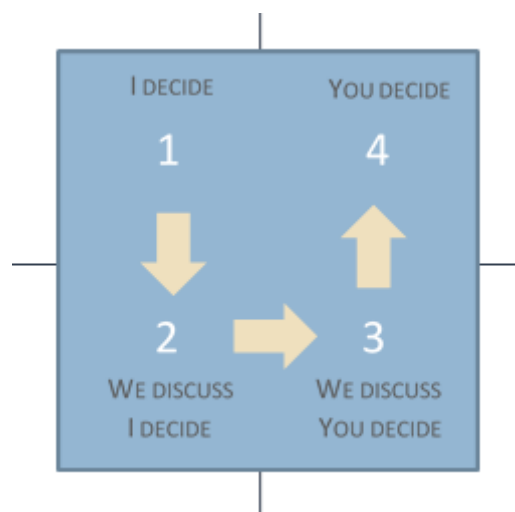
Teamwork: Work collaboratively as a team, help each other out wherever possible.

Respect: Respect each other, our clients and anyone else we engage with while representing the business

Efficiency: Execute our jobs in an effective and efficient timeframe to benefit our clients.

Safety: Carry out works in a mindful and safe manner

4 Quadrants of delegation





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Acknowledgement of Position Description Understanding

I have read and I understand the key requirements of the position as contained in this position description.

Employee: (Print Name)

Signed: