



Stringer Roofing
Leading Hand – Position Description
Date: 12 March 2019
Authorised by Jaimen Stringer

Position Description

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

Position Overview:

The purpose of this role is to execute the day-to-day operations of Stringer Roofing under the guidance of the Owner/Operator.

Key Stakeholders / Working Relationships

- This position operationally oversees two team members; the Junior Tradesman and Intro Apprentice
- This position assists with managing relationships with clients and suppliers.

Special Conditions

Some out of hours work is required. Overtime will be paid as per the award requirements or time in lieu will be granted.

Some regional work is required, travel and accommodation expenses will be covered by Stringer Roofing.

Access to a work vehicle will be negotiated.

Main Duties / Key Responsibilities

The Leading Hand has the responsibility to successfully manage and 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 Owner/Operator as a point of contact with clients when onsite. Meet and greet clients onsite, liaise regarding changes to specified works and report to Owner/Manager 	2
<ul style="list-style-type: none"> • Assist the Owner/Operator to lead daily 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 and provide to Owner/Manager ○ Manage materials and equipment onsite to ensure the continuity of the job 	4



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<ul style="list-style-type: none"> ○ Quality control during 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. ○ Oversee day completion process; ensure all rubbish and scrap is removed or tidy, equipment is secure and no tools are left on site ○ Oversee and execute job completion process; inspection of all components of the roof to ensure quality completion and aesthetic standard, and final sign off on job site clean-up and pack up. 	
<ul style="list-style-type: none"> ● Ensure the security of allocated work vehicle and its contents 	4
<ul style="list-style-type: none"> ● Actively problem-solve for efficient resolution and provide suggested solutions to Owner/Manager when required 	2/3
<ul style="list-style-type: none"> ● Demonstrated ability to confidently walk and work on roof frames and common roof pitches 	4
<ul style="list-style-type: none"> ● Provide daily direction to Junior Tradesman and Intro Apprentice including providing mentorship 	4
<ul style="list-style-type: none"> ● Maintain active communication with Owner/Manager regarding job progress 	2/3
<ul style="list-style-type: none"> ● Take primary responsibility for leak detection jobs 	3
<ul style="list-style-type: none"> ● Other tasks as requested by the Owner/Operator 	2/3

Essential Qualifications / Experience

- Certificate III in Roof Plumbing
- Minimum of 3 years experience as a qualified Roof Plumber in domestic works

Optional Qualifications/ Experience

- Experience in operational management of a small team of tradesman
- Valid White Card
- Elevated Work Platform/Boom Lift Licence



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Personal Attributes / Abilities

- High level of critical thinking and problem solving skills
- Organised, motivated and takes pride in work with attention to detail and precision when required
- Good interpersonal and relationship management skills
- Ability to execute material plans and layouts
- Ability to work unsupervised, co-ordinate and prioritise own work and that of the team to effectively to meet deadlines
- Ability to learn new skills and techniques quickly
- The ability to provide leadership to a small team
- 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

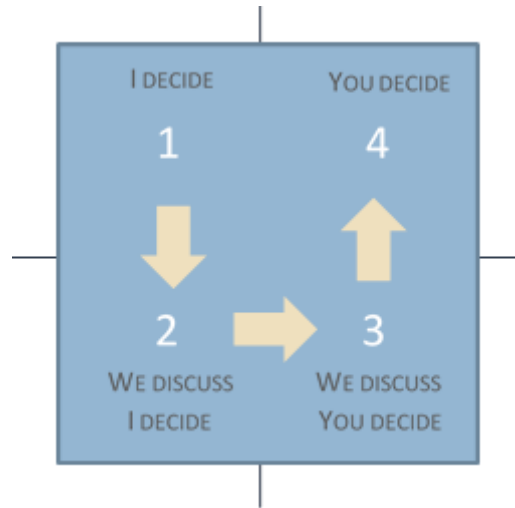
Efficiency: Execute our jobs in an effective and efficient timeframe to benefit our clients.

Safety: Carry out works in a mindful and safe manner



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4 Quadrants of delegation



Acknowledgement

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

Employee: (Print Name)

Signed: