

Position Description

Position Title:	Carpenter/ Builder
Business Group:	ASQ Assets Pty Ltd
Reports to:	Builder
Department:	Building and Maintenance
Classification:	Manufacturing and Associated Industries and Occupations Award 2020

Company Overview

ASQ is a locally owned and operated company supplying quality products and services for many small, medium and large businesses and retail customers. Our three divisions allow us to provide high quality products and professional expertise for a wide range of domestic, commercial and industrial projects.

Position summary

The Carpenter/ Builder is responsible for completing a wide range of construction projects to work alongside our existing building and maintenance team.

Key Responsibilities

1. Ensure compliance with ASQ's Workplace Health, Safety and Environment (WHSE) management system

The Carpenter/ Builder is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System
- Attending toolbox talks where required.
- Liaising with the WHSEQ & HR Manager where required

2. General operational duties

The responsibilities of a Carpenter/ Builder include but are not limited to the following:

- Completing minor maintenance work across our sites
- Working on larger projects as necessary
- General concreting and concreting formwork

Key Selection Criteria

1. Proven experience in the construction industry
2. Commercial carpentry experience desired but not essential
3. General concreting experience desired but not essential
4. Possess a broad range of skills
5. Ability to read and interpret drawings
6. Fit, healthy and able to complete manual duties

Education, Certification and Licences required:

7. Third / fourth year apprentice or qualified carpenter
8. Valid drivers licence

Personal Skills required:

9. Good organizational and time management skills
10. Must be able to follow directions
11. Excellent communication and interpersonal skills
12. Strong work ethic
13. Excellent attention to detail

Key contacts

- Builders
- Other Carpenters
- Other ASQ management and workers

We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.