

POSITION DESCRIPTION

Job title	Roof Plumber Apprentice
Reports to	Roof Plumber / Supervisor
Department	Roof Plumbing team
Direct reports	nil

JOB SUMMARY

The Roof Plumber Apprentice is a pivotal role within the roofing team, ensuring the smooth delivery of our service and final product onsite. Naturally a team player, this role requires a highly organised, highly motivated individual who has a strong eye for detail, a passion for housing, and appreciation for quality.

This role is responsible for actively contributing to the delivery of detailed residential roof plumbing work onsite that is timely, accurate, and safe. Having the ability to take initiative and respond effectively through quick thinking is key to the success of this role. Being open to mentoring and learning is essential. This role directly contributes to the successful operation of the HBR Group, and the successful delivery of our client's construction goals.

JOB RESPONSIBILITIES

TASKS	MEASURABLES
<p>Customer & Stakeholder Focus</p> <ul style="list-style-type: none"> Support strong customer and stakeholder relationships, that reinforce our: <ol style="list-style-type: none"> expert roofing delivery and service, and our brand and our relationships in order to gain repeat business Contribute to a collaborative team environment that supports our customer experience, construction brief and quality project delivery <p>Teamwork</p> <ul style="list-style-type: none"> Contribute positively to a team of construction talent, sharing learnings and skills to improve job and individual performance Contribute to the delivery of HBR Group project goals Continuously improve HBR Group roofing processes Troubleshoot and find solutions to problems <p>Construction Workflow</p> <ul style="list-style-type: none"> Contribute to the accurate onsite planning and delivery of each job Read and interpret site plans, construction drawings and scopes of work <p>Reporting</p> <ul style="list-style-type: none"> Accurately report labour hours for each job Maintain open and honest dialogue with Roof Plumbers, and Supervisors Report material and inventory needs Identify and communicate safety or time concerns <p>Quality Assurance (QA)</p> <ul style="list-style-type: none"> Apply good judgement and common sense to help solve roofing and maintenance problems Model best practice within the Roof Plumbing Apprentice team Continuously improve HBR Group roofing capabilities, and customer experience 	<p><i>Demonstratable positive stakeholder and client relations</i></p> <p><i>Promote positive team relationships founded on trust</i></p> <p><i>Proactive contributions to daily operations</i></p> <p><i>Accurate and timely delivery of roofing construction works</i></p> <p><i>Accurate record keeping and reporting</i></p>

<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • Ensure all works are carried out in line with approved Safe Work Method Statements with a minimal inconvenience or disruption to people and traffic • Report and assist to investigate any damage, incidents or near misses on the worksite • Comply to all safety regulations, including safety precautions • Confirm completion and submission of safety documentation <p>Study Commitment</p> <ul style="list-style-type: none"> • Complete study obligations, requirements and commitments on time • Successfully pass all tests and competencies standards as required • Maintain open and honest dialogue regarding your learning needs, this may include exposure to a subject matter expert, or to a specific on the job experience <p>Other</p> <ul style="list-style-type: none"> • Adhere to HBR Group policies and procedures at all times • Any other reasonable duties as requested by management 	<p><i>Compliance to policy, procedure and regulatory requirements</i></p> <p><i>Complete study obligations and meet deadlines</i></p>
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The above list of job responsibilities is not exclusive or exhaustive and from time to time the employee will be required to undertake such tasks as may reasonably be expected.

CRITICAL SUCCESS FACTORS

Customer & Stakeholder Focus

- Maintains positive customer and stakeholder relationships
- Shows a strong positive regard toward customers

Teamwork

- Works co-operatively with others and contributes to the group with ideas, suggestions and effort
- Co-operates and works collaboratively towards solutions that benefit all involved parties
- Ability to work effectively in a team-based organization

Communicator

- Demonstrates clear and visible principles and values
- Expresses thoughts, feelings and ideas in a clear, succinct manner

Initiative

- Ability to identify what needs to be done and do it before being asked or before the situation requires it
- Ability to seek out and seize opportunities, go beyond the “call of duty”, find ways to overcome barriers
- Resourceful with an attitude to achieve results at all times

Time Management

- attends work on time, notifies if unable to attend for work prior to shift start
- Is realistic about time requirements and does not over commit time or schedules

Problem Solving

- Ability to systematically connect information, processes and events to find practical solutions
- Takes action in solving problems and moves situations to closure while exhibiting understanding of issues

POSITION QUALIFICATIONS

Qualifications

Essential

- Experience within the residential construction environment
- Proven interest in Roof Plumbing
- An understanding of building regulations, construction procedures, equipment and OHS guidelines

Desirable

- Knowledge of the roof plumbing industry and processes
- Current White/Red Card
- Current Drivers Licence

Skills

- Sound communication skills both verbal and written
- Strong attention to detail with the ability to read construction drawings, plans and blueprints
- Aptitude in math with a natural skill to problem-solve
- Ability to work effectively as part of a team
- Able to adapt to high pressure working environments and use new technologies
- Time management and organisational skills and able to meet agreed deadlines

Other attributes, knowledge and experience required

- Must be physically fit
- Must be comfortable working in an outdoor setting, which could include inclement weather, heat and humidity, exposure to dust
- High level of integrity and confidentiality
- Accountable and dependable
- Must have a passion for what you do!