

Position Summary:		
Position Title	Carpenter	
Position No.		
Function	Operations	
Location	Blenheim	
Reports to	BHE Construction Manager	
No. direct reports	0	
This PD was last reviewed by:	HR Manager	
Purpose:		
Safely undertake carpenter duties as part of a multi skilled team to complete the Company project plans, working in both Civil and Construction environments, in accordance with Company policies and operating procedures and NZ Legislations.		
Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> <li>Practical experience such as woodwork, hard materials, labouring</li> <li></li> </ul>	X	
Qualifications		
<ul style="list-style-type: none"> <li>Full Drivers Licence</li> <li>Qualified Carpenter</li> </ul>	X	X
Skills / Abilities		
<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Good listening and communication skills</li> <li>Willingness to learn</li> <li>Self-motivation</li> <li>Professional approach</li> <li>Ability to work under pressure</li> <li>Organisational and time management skills</li> <li>Team work</li> </ul>		X X X X X X X x

Decision Making Authority & Mandatory Obligations	
Decision Making	<ul style="list-style-type: none"> <li>Act in accordance with any delegations for this role</li> </ul>
Ethics & Compliance	<ul style="list-style-type: none"> <li>Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Works as part of a team to carry out tasks assigned.</li> <li>Assist in the construction of garages, carports, sheds and other general building work</li> <li>Read building plans, architectural drawings and construction layouts</li> <li>Form work: Boxing, de-boxing and prep work.</li> <li>Ensures the site is always left clear and tidy at the end of each day, or when a project is finished.</li> </ul>

	<ul style="list-style-type: none"> <li>On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances.</li> </ul>	
Safety	<ul style="list-style-type: none"> <li>Comply with all national, legal and all other stakeholder's regulation, procedures and expectations. This includes CMT Group's Code of Conduct.</li> <li>Reports on safety near misses and incidents that occur within the yard and where required investigates and support improvement of safety performance.</li> <li>Always wears florescent clothing when working on site.</li> <li>The employee must wear correct PPE / Uniform required for their job description</li> <li>The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in SHE.</li> </ul>	
Values	<ul style="list-style-type: none"> <li>Lead by example and live the CMT Group's values. (refer to annexure 1)</li> </ul>	
Risk Management	<ul style="list-style-type: none"> <li>Promote the use of risk-based thinking and ensure risk management practices are utilised.</li> </ul>	
Leadership and Culture	<ul style="list-style-type: none"> <li>Through personal example, create and sustain a high performing, positive culture across CMT Group that enables employees to achieve full individual potential through positive leadership.</li> </ul>	
<b>Acknowledgement</b>		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
<b>Employee Name:</b>	<b>Signature:</b>	<b>Date:</b>