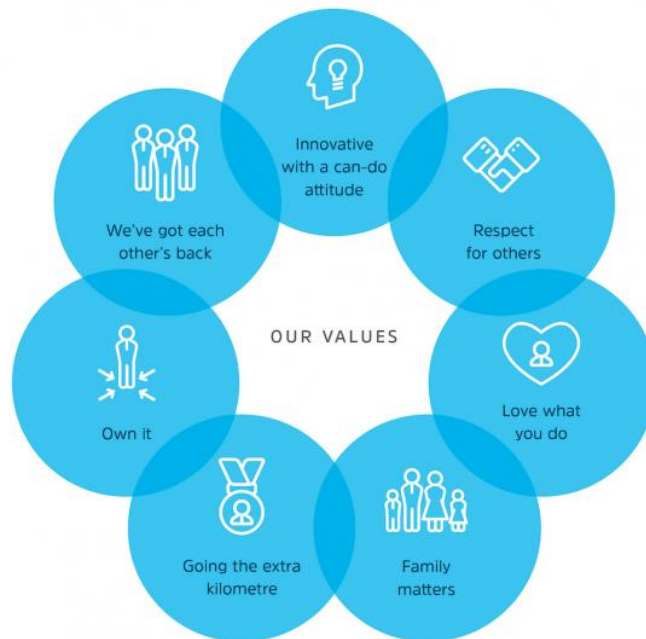


Position Description

Position:	Builder/Carpenter
Reports to:	Project Manager
Location:	Wellington
Group:	Switched On Building Solutions
Direct Reports:	NIL

Values:



Financial Authority to Act:	NIL
Decision Authority to Act:	NIL

Position Description and KPI Acknowledgement

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

I have read, understood and agree to comply with the above position description and KPI's.

Employee Signature: |

| Date: |

Key Performance Indicators – Functional Accountability Chart

Area of Accountability	Core Responsibilities and Typical Activities	Measurement of Performance
Purpose	To provide the trade skills, knowledge experience and competency to undertake carpentry work to comply with the specified requirements of the customer in a safe and timely manner.	
Values	<ul style="list-style-type: none"> Demonstrates Switched On' values daily and is passionate about Enhancing Environments. 	<ul style="list-style-type: none"> Adherence to the Switched On Values
Carry out all Carpentry and Building duties	<ul style="list-style-type: none"> Operating a variety of hand and power tools, including drills, nail guns, skill saws and other tools as directed by Manager Handling materials and storing them properly, picking up and removing all tools and equipment when not in use, cleaning up after the job is complete and securing the job site on a daily basis Assist with any quoting requirements when requested Advising project manager where any variations to jobs are needed. Documenting approval and work required to be carried out. 	<ul style="list-style-type: none"> All tools are used correctly and safely No injuries or near misses Quotes completed and despatched within agreed timeframes
Professional Development	<ul style="list-style-type: none"> Undertakes professional development required to meet expectations of role 	<ul style="list-style-type: none"> Consistent with 1:1 and annual milestone achievements SMART (Specific, Measurable, Achievable, Result, Timebound) goals achieved
Administration	<ul style="list-style-type: none"> Complete job/timesheets accurately daily (input into system via tablet/phone) Manage and maintain work vehicle maintenance and audits when required. Ensure Purchase Orders and Job numbers are always used 	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness
On Call Work	<ul style="list-style-type: none"> Carry out rostered on-call work as and where required 	<ul style="list-style-type: none"> Availability when required
Productivity	<ul style="list-style-type: none"> Managing jobs to ensure individual and team productivity is maximised Working to a tradesman standard and ensuring Switched On meet our contractual obligations for costs, quality, and timeliness. Responding to any work-related queries in a timely and professional manner 	<ul style="list-style-type: none"> Jobs completed within timeframes Maximises chargeable hours on completed projects Positive feedback from customers Nil rework
Customer Experience	<ul style="list-style-type: none"> Working on behalf of Switched On Housing and our contractors to build positive relationships in the homes & communities that we serve. 	<ul style="list-style-type: none"> Positive feedback from customers Positive feedback from subcontractors
Other Projects	<ul style="list-style-type: none"> Using your Innovative can do attitude when required assist' with additional delivery workstreams 	<ul style="list-style-type: none"> Projects delivered on time when asked

Health & Safety	<ul style="list-style-type: none"> • Champion H&S to ensure the policy & processes become part of the daily practice • All Switched On Health and Safety policies and procedures are adhered to 	<ul style="list-style-type: none"> • Health and safety priority to ensure self and others work safely. • Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures • Actively seek out and pursue health and safety improvements • Actively report Incidents and Accidents within 24 hours of occurrence • Actively manage hazards and risks
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Key Internal External Working Relationships

The role will call on strong interpersonal skills to interface with other internal departments as necessary, to provide answers for our clients.

In addition to key relationships within the department, the incumbent is also required to form key partnerships internally.

Key Competencies

Skill / Technical Competencies	<ul style="list-style-type: none"> • Previous building experience • Secondary school qualification or higher (Trade qualified) • Ability to innovate and accept change with a positive attitude – improving performance by doing new things and constructively challenging the status quo • Ability to work cooperatively together and to help/respect one another, within the work group and across the organisation to achieve group and departmental goals • Ability to demonstrate a drive to do the job well, doing things better and more effectively, persevering until it is delivered/completed. Go the extra kilometre for yourself and your team • Strong customer service focus • Able to work well when under pressure of completion deadlines • Proven time management, organisation and people management skills • Superior interpersonal skills including tactfulness, diplomacy, and persuasiveness • Positive attitude with a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities • Creative problem-solving skills • Valid driver's license and good driving record • Sound knowledge of NZ Building codes and Council, Heritage requirements • Sound understanding of NZ Health and Safety legislation
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Behaviour
Competencies

Service Excellence

- Demonstrated Service Excellence Orientation

Working Together

- Contributes towards and encourages our people to think and behave in ways that meets common goal
- Has a clear understanding and supports divisional business priorities

Administrative Efficiency

- Strong written and verbal communication skills
- Accurate with strong attention to detail
- Organisational skills
- Process driven

Personal Effectiveness

- Ability to manage and motivate yourself to deliver results
- Initiative, enthusiasm and ability to work without direct supervision
- Conflict resolution and negotiation
- Well-developed and proven judgement and problem-solving skills
- Reputation for reliability and honesty

Planning and Organising

- Excellent Time management
- Able to work well when under pressure of completion deadlines

Understanding Switched On

- Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective