

**JOB TITLE**                      **TRADEPERSON (FCSMW)**

**DIVISION**                      **PROJECTS**

**REPORTS TO**                      **GENERAL MANAGER**

**NOTE: THE 'REPORTS TO' WILL DEPEND ON THE LOCATION:**

- IF OUTSIDE OF CANBERRA, SITE EMPLOYEES REPORT TO THE LOCATION'S GENERAL MANAGER.
- IN CANBERRA, EACH SITE EMPLOYEE WILL HAVE A DESIGNATED 'REPORTS TO' WHO WILL BE A SUPERVISOR, SITE MANAGER, PROJECT MANAGER OR SENIOR PROJECT MANAGER.

REGARDLESS OF LOCATION, ALL SITE EMPLOYEES REPORT TO SUPERVISORS, SITE MANAGERS AND/OR PROJECT MANAGERS DURING PROJECTS.

**DATE**                              **1/05/2019**

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**POSITION DESCRIPTION**

**Position purpose**                      The Tradesperson (First Class Sheet Metal Worker) supports the Projects Division to contribute to the success of the company by providing sheet metal fabrication and installation services and supporting sheet metal apprentices.

**Main responsibilities**                      Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including Benmax WHSEQ systems
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- In the event of accidents or incidents, assist the supervisor to quarantine unsafe work areas, materials and equipment and make the situation safe
- Participate in team meetings

Position specific:

- Perform work as per schedule of works, quality and specification and drawing/plan requirements in a manner that will not endanger yourself or others
- Liaise in a professional manner with site employees, subcontractors, suppliers, other project participants and clients
- Provide relevant information to the supervisor for inclusion in Daily Site Diary
- Ensure records, documentation and reports are completed as requested
- Resolve worksite issues quickly and effectively to keep work on track
- Use and maintain equipment correctly
- Advise the supervisor immediately of unsafe or potentially environmentally negative impact conditions or activities in the work area
- Report accidents, incidents and near misses to the supervisor
- Assist apprentices and new site/workshop employees to recognise job hazards or environmental issues and follow required procedures

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

**Knowledge, skills and abilities**

All roles:

- [Level 4 core competencies \(Site\)](#)

Position specific:

- Competent and experienced in welding
- Competent and experienced in reading technical drawings
- Competent and experienced in HVAC ducting
- Certificate III in Engineering (Fabrication), Air-conditioning and Refrigeration, Plumbing or equivalent (essential)

**Qualifications**

**Industry membership/s**

Not applicable

**Experience**

Successful completion of Apprenticeship