

<b>JOB TITLE</b>	<b>APPRENTICE SHEET METAL WORKER</b>
<b>DIVISION</b>	<b>PROJECTS</b>
<b>REPORTS TO</b>	<b>GENERAL MANAGER</b>
<b>DATE</b>	<b>28/01/2025</b>

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## POSITION DESCRIPTION

**Position purpose** The Apprentice Sheet Metal Worker supports the Projects Division to contribute to the success of the company by successfully fulfilling the requirements of their first year Apprenticeship and tasks assigned to them in the workplace.

### 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:

- Abide by the terms and conditions of the Training Contract
- Commit to, and successfully complete, the RTO endorsed training plan in the time allocated
- Enrol in and attend vocational training, completing theoretical and practical work assessments
- Demonstrate competency in acquired skills on worksite
- Comply with the Apprenticeship & Traineeship Act
- Use materials and equipment with care to minimise waste and damage
- Ensure work is carried out to quality and specification requirements and in a manner that will not endanger yourself or others
- Complete time sheets correctly and on time
- Liaise in a professional manner with clients, site employees, subcontractors, suppliers and other project participants
- Resolve worksite issues quickly and effectively to keep work on track
- Provide relevant information to the supervisor for inclusion in Daily Site Diary
- Ensure records, documentation and reports are completed as requested
- Report accidents, incidents and near misses to the supervisor

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

**Knowledge, skills and abilities**

Level 4 core competencies (Site)

- Self-awareness
- Professionalism
- Initiative
- Ability to work under pressure.
- Organisational and time management skills
- Excellent attention to detail
- Positive approach to change
- Customer focussed
- Open to development and receptive to feedback
- Competent in safe operation and maintenance of equipment
- Competent in mandatory industry and Benmax site skills

This position:

- Formally enrolled as an Apprentice
- Achievement of first year apprenticeship core competencies

**Qualifications**

- Year 12 Certificate (essential)
- Current drivers' licence

**Industry membership/s**

- Not applicable

**Experience**

- Not applicable